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# **SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES**

**FORTY-SEVENTH  
ANNUAL REPORT  
FOR THE YEAR ENDED  
JUNE 30, 1984**

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**JAMES L. SOLOMON, JR.  
COMMISSIONER**

**SOUTH CAROLINA  
DEPARTMENT OF  
SOCIAL SERVICES**

**FORTY-SEVENTH  
ANNUAL REPORT  
FOR THE YEAR ENDED  
JUNE 30, 1984**

**JAMES L. SOLOMON, JR.  
COMMISSIONER**



**ANNUAL REPORT OF THE STATE COMMISSIONER**

**OF THE**

**SOUTH CAROLINA**

**DEPARTMENT OF SOCIAL SERVICES**

**TO THE**

**STATE BOARD OF SOCIAL SERVICES**

**FOR TRANSMITTAL TO**

**HIS EXCELLENCY THE GOVERNOR OF**

**SOUTH CAROLINA**

**AND TO THE GENERAL ASSEMBLY**

**1983-84**

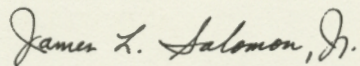
To The South Carolina Board of Social Services

Dear Board Members:

I hereby submit the forty-seventh Annual Report of the Department of Social Services for transmittal to His Excellency, the Governor and the General Assembly of South Carolina. This report summarizes the activities of the Department of Social Services during the fiscal year which ended on June 30, 1984. Upon request, the Department will furnish any special reports and any statistical or financial information not carried in this report which the Governor, the General Assembly or the Board may desire.

I wish to express my sincere appreciation for this opportunity to serve the citizens of South Carolina and for the assistance and support which I have received during the past year. My special thanks to the Governor, members of the General Assembly, other State Agencies, members of the State Board, members of the various advisory committees, and the staff and employees of the Department, who have all contributed to a productive year of social service deliveries to the citizens of the State.

Sincerely,

A handwritten signature in cursive script that reads "James L. Solomon, Jr.".

JAMES L. SOLOMON, JR.  
*Commissioner*

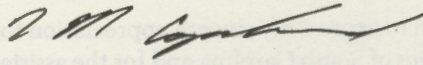


To His Excellency, Governor Richard W. Riley and The Honorable  
Members Of The General Assembly of South Carolina

Gentlemen:

The forty-seventh Annual Report of the State Department of Social Services covering the fiscal year which ended on June 30, 1984, is hereby submitted in compliance with the requirements of Section 43-1-210 of the South Carolina Code of Law, 1976.

Respectfully submitted,



T. MICHAEL COPELAND

Chairman

South Carolina Board of Social Services

## SOUTH CAROLINA BOARD OF SOCIAL SERVICES

T. Michael Copeland<sup>o</sup>  
*Chairman-At-Large*  
Columbia

George D. Hamilton  
First District  
Walterboro

John K. Earle  
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Dr. Oscar P. Butler, Jr.  
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Betty C. Davenport  
Third District  
Anderson

R. James Aycock, III  
Sixth District  
Manning

<sup>o</sup> Mr. John C. Williams served as Chairman until April 11, 1984. Mr. Copeland was appointed Chairman by Governor Richard W. Riley on April 12, 1984.



**DEPARTMENT OF SOCIAL SERVICES  
EXECUTIVE STAFF**

*Commissioner* ..... James L. Solomon, Jr.

*General Counsel* ..... Stanley H. Kohn

*Personnel Director* ..... Manuel George

*Comptroller* ..... John D. Middlebrook, Jr.

*Executive Manager,*  
*Management* ..... J. Kenneth Shealy

*Executive Manager,*  
*Support Services* ..... Robert D. Floyd

*Executive Manager,*  
*Systems and Information* ..... Paul H. Bjorkman

*Executive Manager,*  
*Assessment* ..... Gary E. Bell

*Executive Manager,*  
*Program Operations* ..... Vacant

*Director,*  
*Community Long Term Care* ..... Thomas E. Brown, Jr.

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## INTRODUCTION

The South Carolina Department of Social Services (DSS) administers activities and delivers services within the State under the Medicaid, Social Services Block Grant (SSBG), Aid to Families with Dependent Children (AFDC), Food Stamp, and Children and Families Services Programs. The programs of the Department are state administered and county delivered.

Legislation enacted by the 1983 General Assembly transferred the planning, financing, monitoring and evaluating functions for the Medicaid and SSBG programs from the Department of Social Services to the newly created Health and Human Services Finance Commission (HHSFC) effective July 1, 1984. This Annual Report provides a summary of the activities of DSS during the period July 1, 1983 through June 30, 1984; consequently, the results of the transition of programs and personnel from DSS to HHSFC are not considered in this report.



## **OFFICE OF THE COMMISSIONER**

This has been a year of transition for the South Carolina Department of Social Services. Legislation enacted by the 1983 General Assembly transferred the planning, financing, monitoring and evaluating functions of the Medicaid and Social Services Block Grant Programs from the Department of Social Services (DSS) to the newly created Health and Human Services Finance Commission (HHSFC). A new commissioner was elected by the State Board in November 1983, and a new Board Chairman was appointed by the Governor in April 1984.

Additionally, in March 1983, a law suit brought by the South Carolina Nursing Home Association resulted in a court order enjoining DSS from implementing a revised nursing home rate methodology; an age discrimination law suit against the Agency remained unresolved throughout the fiscal year; and there was increased involvement by the Family Court System in the Child Protective Service area. All of these challenges have influenced the directions and initiatives of the Department during this fiscal year.

## **OFFICE OF THE GENERAL COUNSEL**

The Office of the General Counsel was established on October 1, 1979 in order to provide the Department of Social Services with comprehensive legal services in all program, administrative, human and economic service areas. Attorneys on the staff are assigned geographically to the County offices in order to provide direct legal services and courtroom representation in all human services areas.

Staffed with seven attorneys and six support staff, the Office provides trial staff to handle litigation in child abuse and neglect cases, terminations of parental rights, adoptions, adult protective services, licensing violations, child custody, administrative reviews, judicial appeals and other matters concerned with internal agency legal affairs.

The Office of the General Counsel concluded over 650 legal matters during FY 1983-84.

## **OFFICE OF PERSONNEL**

The Office of Personnel performs personnel and administrative support services for employees of the South Carolina Department of Social Services. Areas of responsibility include: providing professional expertise in planning personnel policies and procedures, and insuring their compliance; furnishing staff assistance to management in carrying out personnel policies; consulting with and advising top management on how to organize and staff the department; directing administration of plans,



policies and programs relating to personnel management, progressive discipline, equal opportunity, affirmative action, safety, and employee relations, i.e., employee grievances, United States Savings Bond program, dual employment, State Service Award program, and State Employees Credit Union program.

There was a total of 3,724 employees (744 in State Office and 2,980 in counties) on July 1, 1983 and 3,663 employees (642 in State Office and 3,021 in counties) on June 30, 1984. The total number of personnel positions was 3,989 (854 in State Office and 3,135 in counties) on July 1, 1983 and 3,813 (705 in State Office and 3,108 in counties) on June 30, 1984.

Significant activities of the Office of Personnel during the fiscal year included the implementation of both a massive study in which 25 clerical and administrative classifications were collapsed into a series of nine new classes and the reclassification of the 46 county director positions.

The Office of Personnel consists of the Operations Section, Classification and Compensation Section and Personnel Section. A brief description of the function of each of these sections follows:

### **Operations**

Operations provides support in the following areas: maintenance of both active and inactive personnel files, preparation of various statistical reports, safety compliance, Merit System policy and procedures as they pertain to Departmental personnel actions, Affirmative Action, maintenance of Workers' Compensation claims, maintenance and monitoring of Unemployment Compensation claims, recruitment and subsequent processing of State Government Employment applications, Employee Identification Card program, Employee Performance Management System, maintenance of Department, Southern Bell and State Government telephone directories, maintenance of floor directories, assistance to employees and applicants in their efforts to become certified for classifications covered by the Merit System, and employment verification inquiries.

### **Classification and Compensation**

Classification and Compensation provides support in personnel classification, manpower control, and preparation of payroll documents.

Personnel classification includes the initial classification and reclassification of all agency positions. It also includes all major occupational studies of selected classifications.

Manpower control includes the allocation of personnel positions in the agency and administration of the staffing standards.

Preparation of payroll documents includes processing payroll changes such as promotions, demotions, transfers, personnel appraisals, reclassifications and reallocations and preparation of all documentation to effect the changes, and to provide information for budgeting purposes.



## **Personnel Affairs**

Personnel Affairs provides support in payroll processing and check distribution, the Employee Voluntary Deductions program (i.e., Credit Union, U. S. Savings Bond, United Way), the sick and annual leave program (to include maternity leave, military leave, and leave without pay), the processing of State Retirement forms, the Employee Grievance and Appeal program, Progressive Discipline procedures, Human Affairs complaints, Equal Employment Opportunity Commission complaints, the Employee Service Award program, dual employment procedures, the State Group Insurance Program (as well as 20 additional insurance company programs), and provides counselling and policy interpretations for agency employees in all of these areas.

## **OFFICE OF THE COMPTROLLER**

The Office of the Comptroller is responsible for the preparation, monitoring and control of the Agency Budget and Cost Allocation Plan, fiscal management and analysis, fiscal reporting and analysis and legislative review. This office consists of the Budget Section; Cost Allocation and Analysis Section; and the Grants Review, Medicaid and Assistance Payments Section. A brief description of the functions of each of these sections follows:

### **Budget**

This section is responsible for preparation, monitoring and control of the Agency's State budget request, Federal budget and grant requests, and fiscal accountability of personnel allocations. Some of the primary goals of this section are:

- (1) The improvement of the overall budget and planning process to allow full participation by individual cost center managers.
- (2) To allow these cost center managers maximum flexibility of available funds to include continued realignment of these funds to actual need.
- (3) To assist these individuals in improving their financial management capabilities.

### **Cost Allocations and Analysis**

This section is responsible for the preparation, monitoring and control of the Agency Cost Allocation Plan, Federal and State fund management and the Federal and State reporting function. It determines and implements allocation procedures which most effectively utilize funds available to the Department. The Section acts as fiscal coordinator with representatives of all Federal programs administered by the Agency



concerning various activities such as audits, technical review, etc. It is also responsible for the reporting of administrative and assistance payments expenditures for all programs (Medicaid, Aid to Families with Dependent Children, Social Services, Child Support, and other Agency programs). This section also through the Federal Letter of Credit Systems requests and controls all Federal funds for the listed program areas. It is also responsible for analysis and control of program expenditures for use in determination of funding availability and problem areas.

### **Grants Review, Medicaid and Assistance Payments**

The Grants Review, Medicaid and Assistance Payments Section is responsible for the Department's annual budget request and Federal grant requests, monitoring, control and budget related fiscal reporting functions that pertain specifically to the Public and Medical Assistance Programs. The section reviews and disseminates Federal Register material and coordinates Agency comments on proposed Federal regulations. While the Legislature is in session, a State legislative review on proposed legislation that may impact the Agency is performed daily. This unit is also responsible for these continuing projects/activities:

- (1) A-95 Review, and Grants and Contracts Review form preparation for the Joint Legislative Appropriation Review Committee's review of the Department's program budgets.
- (2) State Legislative Review and Report (Monthly).
- (3) Board Report of Federal Regulations (Monthly).
- (4) Congressional Record Review.
- (5) Federal Register Review.
- (6) State Register Review.

## **DEPUTY COMMISSIONER**

The Office of the Deputy Commissioner coordinates the offices of the Executive Managers for Management, Support Services, Systems and Information, Program Operations, Comptroller and Assessment.

### **OFFICE OF THE EXECUTIVE MANAGER FOR MANAGEMENT**

The Office of Management consists of four primary divisions: Treasurer, Contracts, Data Processing and Individual and Provider Rights.

#### **Treasurer Division**

The Treasurer Division of the Office and Fiscal and Data Systems is responsible for receipt, payment and accounting functions for the DSS



state office and the 46 county offices. It has also established the fiscal system required for these functions. The Treasurer Division has four major sections: the Payables Section, Accounting and Control Section, Cash and Receivable Control Section, and the Fiscal Grants Management Section.

### Payables

Payables is made up of units responsible for invoice and claim processing and payment functions. These units are the County Expense Unit, the Formula Grants Payables Unit and the Contingent Payable Unit.

The Department of Social Services maintains a county expense program that includes the program services and their administration. Distinct separation is maintained because of county funding and special application of Federal Financial Participation (FFP) in the expenditures that are optionally used by county governing bodies. The unit also has responsibility for payments in JPTA child care and all direct county operated projects and furnishes fiscal assistance to county offices and contract providers.

Formula Grants Payables is responsible for control and processing of payments in the areas of Medical Assistance, Therapeutic Foster Homes, Residential Therapeutic Camping, Out of State Treatment, Community Long Term Care, Aid to Families with Dependent Children, General Assistance, Foster Home, Optional Supplement, Refugee Resettlement, Cuban-Haitian Entrants, Adult Protective Services, Homemaker Health, and Medical Payment-Mentally Handicapped Children Programs. The coding of all the above programs funding breakdowns and verification of State-Federal ratios on the funding breakdowns is also a responsibility of this unit.

Payments were made to providers of services in excess of \$307 million by the Medical Assistance Program. Many of the Medical Assistance payments are funded partially (matching funds) by other state agencies and accurate and timely accountability is required so as not to impede the payment process. Regular public assistance payments to recipients were in excess of \$82 million.

Contingent Payables is responsible for the verification codification and processing of all agency bills and invoices except County Expense and Medical and Public Assistance. The unit reviews, audits and processes general vendor payments, travel reimbursements, emergency caretaker and WIN child care payments. It also coordinated the receipt of requisitions, purchase orders, receiving reports and invoices for payments. This unit maintains a vouchers filing section for all payable data.

During fiscal year 1983-84, the activities of the Payables Section resulted in approximately 51,000 documents and with consolidation, produced approximately 42,000 payment vendors. The section continued



to consolidate payments on vouchers to reduce the number of vouchers required.

### Accounting and Control

Accounting and Control controls fiscal data at entry into the fiscal system to ensure that its data elements are compatible with the Agency's fiscal system. The section also monitors system output. The fiscal records of the Agency are kept and maintained by the Fiscal Control System. The units in this section are the Fiscal Control Unit and Accounting Unit.

The Accounting Unit insures that processed fiscal transactions meet Department, State, and Federal requirements. It also monitors and controls accountability in the fiscal records of all receipts, expenditures and transfers. Other duties are to monitor the State Appropriations Bill and directives of the Comptroller General and State Auditor's Office, and to insure that there are adequate State, Federal funds available in accounts in order to process required transactions so that transfers can be recommended if the funds are not available.

Fiscal Control duties include: insuring fiscal transactions are controlled and submitted as required by the Management Accounting and Control System; inspecting and balancing Medical Program payment batches, including check remittance advices (payment records) generated by the offices of Health Care Financing and Information System, and recording batches, control and mailing of contingent checks issued by the State Treasurer; and coordinating batch record keeping for various foster home parents and service payments with data processing for the 46 counties. This unit signs and prepares for mailing approximately 169,200 medical assistance and foster checks each fiscal year.

### Cash and Receivable Control

This section controls the receipt of cash and accounts receivable for clients, providers of services, contractors, vendors and employees.

Refunds are received by the state office and local county offices and the cashier, Treasurer Division, was established to maintain internal control over all cash receipts. All monies received are promptly deposited into the State Treasurer Bank Account then properly recorded into the agency's Journal and Ledger (MACS — Management Accounting Control System) through data input. Additionally, monies received are recorded into the State Treasurer's and Comptroller General's fiscal records (STARS — Statewide Accounting Reporting System) as prescribed and directed.

Accounts receivable or debts due the agency are recognized by local county offices, Office of Audits, Division of Investigation, and other DSS entities as prescribed in the Accounts Receivable policy and procedures. These debts require formal input into the agency Journal and Ledger, monitoring for activity and change and periodic (monthly) reports con-



cerning activity and balances for information and action. Request for repayment terms are received and considered according to prescribed procedures then granted or denied in accordance with established criteria. However, any debt due the agency is expected to be promptly paid.

Refunds and cancellations exceeding \$9,506,916 were processed in the Medical Assistance Program, refunds exceeding \$1,520,656 were processed in the Food Stamp Program and refunds exceeding \$315,261 were processed in the Public Assistance Program. The major portion of these refunds were Accounts Receivable which require periodic collection. Coordination with DSS county offices, other Divisions and other state agencies is necessary in maintaining a system which controls cash and Accounts Receivable in order to document fiscal activity in these areas.

### Fiscal Grants Management

Fiscal Grants Management is responsible for fiscal management, reporting and control of all special grants and purchased social services. The section is responsible for fiscally related reporting on directly operated social services. The function includes reviewing and processing payment for approximately 450 contracted social services providers and 49 Disaster Grants for a total amount of approximately \$31 million; analyzing and reporting on expenditure trends and projections; reviewing budgets for contracts and other grants, reviewing DSS field audits on contracts, and other grants; and maintaining and reconciling accounting records.

This section also works closely with the Fiscal Reporting Section of the Controller Division in controlling and gathering financial data for federal and state reporting purposes. In addition, the section has the responsibility of completing internal control reports to management on activities of the Office of Management.

Fiscal Grants Management is divided into two major units: the Fiscal Review and Analysis Unit and the Fiscal Records and Reporting Unit.

The Fiscal Review and Analysis Unit is responsible for the review of Block Grants, State, XIX, IV-D, IV-B, FEMA, Refugee Resettlement, Commodities, IVE, Disaster Grants, Mondale, USDA-Workfare, and other funded purchase of social service budget proposals, grants, contracts and amendments. The unit is also responsible for the multiple tasks of fiscal review of reimbursement requests and review of DSS field audits on contracts. Fiscal analysis is performed to provide forecasts on spending predictions in addition to preparing various financial reports on the contracts.

The Fiscal Records and Reporting Unit is responsible for assigning of revenue, expenditures & fund account codes pertaining to contracted services; the initial set-up and maintenance of contracts for payment into the mechanized accounting system; processing of payments; maintaining and reconciling all transactions posted to the mechanized accounting



system, and financial reporting on all programs. Also the unit has responsibility for monthly reporting and review of audit reports for the Job Training Partnership Act.

### **Contracts Division**

The Contracts Division is under the direction of the Executive Manager for Management and is responsible for the preparation and execution of all agency contracts. The Contracts Division coordinates with the appropriate program staff to insure that each contract is not only legally sound but in compliance with applicable State and Federal laws and regulations.

The division currently prepares over 2,000 contracts, from various funding sources such as: Social Service Block Grant funds, Title XIX (Medicaid), Child Welfare (IV-B), State funds (Spouse Abuse), Data Processing services, Lease/Maintenance Agreements, and Refugee Resettlement Program.

### **Data Processing Division**

The Data Processing Division is responsible for computer operations, systems analysis and programming, and systems technical support within DSS. The Data Processing Division provides data processing support for DSS benefit programs, administration functions and Information Resource Management planning throughout the fiscal year. Data Processing is divided along three functional lines: User Services, Systems and Programming, and Medicaid Data Resolution.

#### **User Services**

User Services provides computer operations and computer systems support to the accomplishment of the overall Data Processing Division mission. The Operations Section is the center for day-to-day operations to include activities such as data entry, computer operations, document control and production control. The Systems Support Section is responsible for maintaining systems software to include computer system languages and specialized system software. Technical support for systems hardware planning, acquisition and installations is also a major responsibility of this section. Accomplishments over the past year include system migration to an enhanced Data Base Management System (IDMS), technical support to the implementation of a new Food Stamp System and planning for the acquisition and installation of an Agency Office Automation System.

#### **Systems and Programming**

This Section is responsible for systems analysis and programming for the development of new systems and the maintenance and enhancement of existing production systems. Accomplishments of Systems and Pro-



gramming in support of end user and client services over the past year include:

#### Medicaid Management Information System (MMIS)

The performance of the South Carolina Medicaid Management Information System exceeded Federal requirements for annual recertification thus allowing the continuance of enhanced Federal Financial Participation for system operation. The Medicaid Management Information System (MMIS) was continually enhanced to meet ever changing Federal and State requirements and to improve client services. MMIS enhancements were made to incorporate:

- Expanded neo-natal care to provide for extended hospitalization;
- Provider Error Correction Forms (ECFs) for Early Periodic Screening Diagnostic Testing (EPSDT) to expedite the correction of EPSDT claims resulting in more expedient payments to providers;
- Cross-reference of Medicare Provider identification to Medicaid Provider identification on automated cross over claims which expedited payment returns to providers for Medicaid payment of Medicare co-insurance and deductibles;
- Enhanced provider reporting;
- The automation of Federal reporting processes to include EPSDT;
- Improvements to telecommunications and on-line systems which significantly enhanced end user system operation.

#### Child Support Enforcement System — Title IV-D

Major improvements to the Child Support Enforcement System, Title IVD were accomplished to include:

- Restructuring of the system Data Base resulting in a considerable savings in computer processing time and system processing cost;
- Weekly distribution and vouchering of Non-AFDC and Interstate Custodians to expedite delivery of child support collections to these recipients;
- Design and modification of reports to simplify reconciliation of child support receipts.
- Preparation of an Advanced Planning Document for implementation of a new Child Support Enforcement System.

#### Management Accounting and Control System (MACS)

Development and improvement activities within the Management Accounting and Control System included:

- A new system to reconcile AFDC recoupment receivables against the Client Information System which also produces notices to clients of changes to AFDC payment amounts;



- An on-line inquiry system allowing information retrieval from the receivables history file showing current information on payments and changes to a receivable to include AFDC recoupment;
- The automation of system run procedures under Time Sharing Option (TSO); and transfer of printed output to a high speed page printer;
- The production of vouchers for the Health and Human Services Finance Commission with modifications to verify vendor numbers against vendor names and rejection of incorrect vouchers;

#### Public Assistance

The Public Assistance check mailing forms were modified to incorporate a new mailer which also allows for the printing of messages to clients.

#### New Development Activities

The Data Processing Division, in cooperation with various program divisions within DSS, has continued to make major advancements in the areas of information systems planning, development, and implementation. The most significant advancements were:

- Approval was obtained from the DSS State Board, Federal Nutrition Service and other applicable State Agencies to implement an upgraded automated Food Stamp system for South Carolina. System design, equipment acquisition and software conversion and development are in process and on schedule. Lexington and Richland counties are targeted to become operational during the quarter October-December 1984, with full State wide implementation to be completed by July 1, 1985.
- Initial planning was begun for the design and development of an Automated Applications Processing and Information Retrieval System (AAPIRS) for which an Advance Planning Document has been approved by the Office of Family Assistance, Department of Health and Human Services. With this approval, DSS was authorized to develop and implement an AAPIRS system using 90 percent matching Federal funds for the development phase in the amount of \$1,927,451.
- Approval was obtained from the DSS State Board of an Advanced Planning Document to implement an upgraded Child Support Enforcement System, Title IV-D. Implementation of this system would improve case processing time, increase the accuracy and timeliness of data by providing automated interfaces to other systems, reduce paper handling and manual file maintenance and improve overall case tracking and case management.
- A major system change affecting data collection, reporting, and case management has been incorporated in the Human Services Report-



ing System. This initiative resulted in a major rewrite of management and automated procedures in order to identify and report upon various target groups, planning groups, and client status/progression as a result of receiving services provided by the Social Services Block Grant program. Procedures for this system were implemented in April, 1984.

- Planning, development and equipment acquisition for implementation of an Office Automation System for DSS was initiated with targeted operation scheduled for September, 1984. This system will provide DSS with the technology to improve office productivity by providing better and faster access to information and improved document production.

### Medicaid Data Resolution

The Medicaid Data Resolution Section assists in the delivery of medical services to eligible Medicaid recipients by helping to expedite reimbursement for the cost of these services. This is accomplished by reviewing and resolving, according to Federal guidelines, Medicaid policy and/or established state regulations, the errors detected by the Medicaid Management Information System (MMIS) and keying on-line these resolution actions as fast and as accurately as possible to achieve timely adjudication of medical claims.

During this year over 5.3 million transactions were processed with 95% of these transactions approved for payment. The average time from receipt of claim to date of payment was 14 days.

Medical claim transactions and dollar disbursements for fiscal year 1984 are listed below:

	<i>Expenditures</i>	<i>Transactions</i>
Hospital Inpatient .....	\$ 65,161,278.20	143,099
Hospital Outpatient .....	8,837,250.44	250,237
Nursing Homes .....	155,754,602.86	144,150
Physician Services .....	23,058,424.76	1,398,672
Dental Service .....	3,482,729.40	265,550
Drugs .....	23,000,819.56	1,737,968
Other Services .....	1,546.90	15
Supply & DME .....	1,675,769.79	60,551
Home Health .....	1,638,166.75	55,164
AFDC Screening .....	1,019,750.00	40,796
Optometrist .....	568,831.53	32,562
Podiatrist .....	109,669.59	13,418
Transportation &		
Ambulance .....	3,563,473.58	25,894
Family Planning .....	1,284,881.65	65,439



SMI Regular .....	9,059,617.90	651,643
SMI-MAO .....	1,389,055.40	97,556
X-Ray .....	564,223.90	65,005
Mental Health .....	7,570,555.62	74,917
Chiropractor .....	221.42	48
TOTAL .....	<u>\$307,740,869.25</u>	<u>5,122,684</u>

### Individual & Provider Rights Division

This division is responsible for the statewide coordination of client and provider appeals; Title VI of the Civil Rights Act; and Section 504 of Title V of the Rehabilitation Act.

The Appeals Unit reviews clients, licensee and provider appeals of Agency decisions; conducts impartial administrative hearings; and prepares recommendations in accordance with State and Federal laws and Regulations. Final administrative decisions are given as provided in State regulation R114-35.1 effective June 13, 1978.

During fiscal year 1983-1984 the Appeals Unit reviewed 1114 appeals and conducted 734 administrative hearings around the State. The Appeals Unit also participated in training and developing the intensified efforts to process administrative fraud claims. 925 Administrative Consent Agreements were proceeded along with 74 Administrative Fraud hearings.

The Civil Rights Unit established methods to assure compliance of agency vendors and county offices with Title VI of the Civil Rights Act of 1964 as well as Title V, Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination against the handicapped.

It is significant to note that out of 218 facilities reviewed 180 (83%) were in compliance with Title VI requirements. One alleged complaint was received and resolved.

## OFFICE OF THE EXECUTIVE MANAGER FOR SUPPORT SERVICES

The Office of the Executive Manager for Support Services coordinates the following three divisions: Procurement & Property Management Control, Administrative Services, and Support Services.

The Office of Support Services is responsible for providing the following services to the agency: procurement, property management, inventory, facility management, supply and storage, mail, vehicle management, state office building security, telephone communications, space planning, printing, photocopy services, management of the Department written communications systems, including manual materials, Information and Directive Memos, and forms design.



The main goal of the Office of Support Services is to provide the Department with all required and authorized services in a prompt, efficient and economical manner.

### **Procurement & Property Management Control**

The Procurement and Property Management Control Division provides the State Office and County Offices, including satellite offices and day care centers with needed equipment, supplies and services. Approximately 2509 requisitions for purchase were processed during fiscal year 1983-84, generating 2,085 purchase orders from this Division, 134 from State Procurements and 290 from State Procurements' Central Warehousing and Supply. Surplus equipment continued to be utilized when available. This Division assisted in setting up the new agency, Health and Human Services Finance Commission, by purchasing supplies, equipment and services necessary for operation. Commodities totaling \$6,755,491.47 on 8417 documents were prepared for reporting in compliance with the Stevenson Bill.

The Division also maintains a current inventory listing of all expendable and nonexpendable property in the state, county and quality control satellite offices along with 100 direct and provider day care operations. A property management system was established for the Health and Human Services Finance Commission and is presently maintained by this Division.

### **Administrative Services Division**

The Administrative Services Division consists of four units: Manual Resource Development; Forms Management; Photocopy Center; and Print Shop.

The Division is responsible for providing printing and photocopy services, management of the Department's written communication system, including manual materials and Information and Directive Memos, and the Forms Program.

#### **Manual Resource Development**

Manual Resource Development handles management of the Departmental written memo and manual material system. Responsibilities of the unit include: formulation of policy on format and content guidelines for Department manuals and general staff release; review of all Department manuals and recommendations on revision direction; development and maintenance of a selective coordination method for all Department general release material, and, review and revision of all proposed general staff releases and manual material before the Commissioner's approval and field distribution.

During the past fiscal year, the unit reviewed, revised, coordinated and disseminated 225 Directive Memos, 173 Information Memos, and 84



Manual revisions. The manual revisions included the new Adult Services Manual and the new County Office Accounting Manual. Manual Resource Development also provided support for several special projects.

#### Forms Management

Forms Management coordinates the development, revision, and obsolescence of all forms used in the Department. Responsibilities of the unit include formulation of policy on forms standardization, design and control; coordination of all aspects of forms creation, including layout, numbering, and printing; constant tracking of forms use, including reprinting or obsolescence, as needed; and maintenance of a Department forms index.

The Forms Management unit designed 184 new forms, and 12 one-time forms, revised 109 forms, obsoleted 71 forms, and reprinted 1,393 forms (not including letterheads, envelopes, special projects, etc.) during the past fiscal year. Forms for two new programs (Emergency Welfare Services and Congregate Feeding Organization) were designed. The entire Legal Services forms series was also revised.

#### Photocopy Center

The Photocopy Center is responsible for developing guidelines concerning use of the State Office photocopy machines, preventive and emergency maintenance on the photocopy machines, and providing photocopy services. Also, the Photocopy Center maintains production records by cost center and by machine for management purposes and maintains copy supplies at proper levels.

#### Print Shop

During fiscal year 1983-84, the Print Shop printed 2,980 different jobs, with a total of 30,403,628 impressions, using 773 Negatives, 1,864 new plates and 2,607 cheap plates. The Print Shop maintains records and files on all work done, and orders all necessary paper stock and printing supplies. Printing requests to this unit include collating, padding, folding, punching, stapling and other types of bindery work. The majority of print jobs require camera negatives and plate making. The Print Shop prints all manuals and manual revisions, memoranda, food stamp memoranda, books, brochures and booklets, and approximately 95 percent of all Department forms (excluding Data Processing forms).

#### Division of Support Services

The Division of Support Services was reorganized in February 1983 and now consists of four units: Supply and Storage Center, Mail Room, Facility Management, and Vehicle Management.



The Division provides and coordinates a wide range of services for the Agency. These services include, but are not limited to: supply and storage, mail, facility management, vehicle management, state office building security, first aid, telephone and communications, and state office space planning.

#### Supply and Storage Center

The Agency Supply and Storage Center located at 905 Garland Street is responsible for maintaining proper stockage of forms, publications, and supplies to provide the State and County Offices with necessary items.

Forms and publications were provided to Medicaid and other providers upon request. Forms, publications, supplies, etc., were prepared daily for shipping by Inter-Agency Mail Service, United Parcel Service, and Estes Express Lines. Items were transported to and from the State Office twice daily. Controlled forms were received and stored in the Supply vault and issued to authorized requestors. DSS, State and Federal memoranda, pamphlets, brochures, forms and publications were distributed to appropriate entities by Supply. Excess furniture and equipment were received, stored, and issued as requested.

During fiscal year 1983-84, the following services were provided:

Total requisitions received .....	7,401
Total supply items shipped .....	250,685
Total forms shipped .....	17,178,348
Total publications shipped .....	955,618
Total packages and boxes shipped .....	69,991
Total packages and boxes received .....	33,367

#### Mail Room

The Agency Mail Room is divided into two sections: Incoming/Internal, and Outgoing. The Incoming/Internal Section is responsible for the sorting and delivery of all mail delivered to the Department by the U. S. Postal Service and the Division of General Services Courier Service. Incoming/Internal also sorts and distributes all mail generated within the State Office.

The Outgoing Section is responsible for the proper preparation and disposition of all mail being sent from the State Office using both the U. S. Postal Service and the Division of General Services Courier Service. The Outgoing Section is also responsible for the Insert Room and the presort mail activities. During fiscal year 1983-84, the Mail Room spent \$836,409.38 on postage and courier services and processed 5,500,000 pieces of incoming and outgoing mail.



### **Facility Management**

During fiscal year 1983-84, the Facility Management Unit, upon request, continued to develop floor plans for construction and renovation of county offices and provide office space planning to State Office personnel. Facility Management continued working closely with State and County Offices and other governmental agencies to ensure compliance with State and Federal Building Regulations concerning life safety of employees and clients, security of controlled documents and data, and Barrier Free Design regulations for the handicapped.

### **Vehicle Management**

The Vehicle Management Unit is responsible for the Agency Vehicle Management Program and the operation of the State Office Motor Pool. Vehicles in the State Office Pool are reserved and dispatched daily for use by State Office personnel while traveling on official business. The vehicles in the county offices are used by county employees to provide services to agency clients.

During fiscal year 1983-84, leased vehicles in the State Office were driven 969,551 miles, leased vehicles in the county offices were driven 1,684,013 miles; leased vehicles used by Destinations (special project) were driven 222,500 miles; and agency-owned vehicles used directly by DSS employees were driven 132,587 miles. A total of 3,008,651 miles were driven with no serious accidents; there were no injuries resulting in lost time and there were no major damages to vehicles.

## **OFFICE OF THE EXECUTIVE MANAGER FOR SYSTEMS AND INFORMATION**

The Office of the Executive Manager for Systems and Information serves to advise and assist top managers about the most efficient way to operate, especially regarding the identification of operations adaptable to electronic data processing capabilities.

The Office of Systems and Information is responsible for providing public information and intergovernmental relations services for the Agency.

### **Public Information**

The Office of Public Information coordinates the public education and information services supportive to the agency's programs. General functions include planning, designing, producing, delivering and disseminating information to the general public, governmental entities and official and voluntary agencies. This office provides a central place where com-



municating without and within the agency, as well as through the media, can be effectively and professionally achieved.

It is the responsibility of the Public Information staff to handle press conferences, represent the agency at various conferences and arrange for radio and television interviews with various members of the agency staff.

### **Intergovernmental Relations**

The Intergovernmental Relations Office has the responsibility to coordinate, communicate, negotiate and otherwise improve harmony and working relationships between the Department, local, state and federal governmental offices. It provides assistance in drafting legislation, policy, procedures and regulation changes. This office also monitors important legislation impacting the department and keeps the commissioner and executive staff informed on its progress.

The Intergovernmental Office may represent the Department to various governmental offices, political groups, public and private organizations through written and verbal communication, which includes public speaking.

## **OFFICE OF THE EXECUTIVE MANAGER FOR ASSESSMENT**

The Office of the Executive Manager for Assessment is responsible to "assess" whether the Department is carrying out its responsibilities according to statutory and regulatory requirements of the many social programs and to recommend corrective action when audits, investigations, examination, review or the appellate process reveals the need for correction or improvement. The Office of Assessment coordinates the Field Management Division and the Division of Audit and Control. A brief description of the function of each of these divisions follows:

### **Field Management Division**

Field Management was established in October 1982 with three field administrators and is presently supervised by the Deputy Commissioner for Assessment. The purpose of the team is to assess and troubleshoot various problem situations which are identified by management staff in the state and local offices. This system provides for the continuation of an effective system of checks and balances between State/County office administration and program delivery.

From October, 1982 through July, 1984, the primary focus of Field Management was directed toward a reduction of the error rate in AFDC, Food Stamps, and Medicaid eligibility.



Field Management plans to cooperatively initiate and developed an instrument to measure the effectiveness of the local mandated service delivery system.

## AUDIT AND CONTROL

Audit and Control performs professional and independent audits, reviews, and investigations in all areas within the Department of Social Services. During FY 83-84 there were four divisions within the Office of Audit and Control, each of which was assigned areas of audit, review, evaluation or investigation. The four divisions' responsibilities were:

### Division of Audit

1. Internal Review of Agency's Operations
2. Purchase Services Contracts Audits
3. Agency Direct Operations Audits
4. Desk Audit of Quarterly Cost Reports (Title XIX Transportation Contracts and Social Services Contracts)
5. Establish and Maintain Audits and Related Accounts Receivables
6. County Administered Programs (Foster Care, Emergency Relief, Protective Services)
7. County Administrative Cost
8. Special Requests
9. County Food Stamp Audits, Evaluation Reviews, Project Integrity Reviews, and Corrective Action follow-ups
10. Food Stamp Program Data Analysis
11. Medicaid Cost Report Desk Audits
12. Nursing Home, Hospital, Community Long Term Care, and Home Health Rate Setting
13. Interim Settlements of Nursing Home, Hospital, Community Long Term Care, and Home Health Provider Cost Reports

Although audits sometimes reveal suspected fraud or other misuse of funds, their main intent is to provide management with constructive recommendations for the improvements of these operations.

### Division of Quality Control

The Division of Quality Control is responsible for testing (on a sample basis) economic assistance programs to evaluate the overall quality of these programs. This testing ascertains the State's adherence to federal regulations as well as determining that those recipients receiving services meet the qualifications necessary for eligibility. The programs reviewed include: (1) Aid to Families with Dependent Children, (2) Food Stamp Program and (3) Medicaid.



The Division continues to complete valid reviews for specific counties in order to provide more definitive information for corrective action purposes.

#### **Division of Investigation**

The Division of Investigation was established to ensure program integrity within the programs administered by the Department of Social Services. Types of investigations performed include: (1) recipient fraud, (2) trafficking of food stamps, (3) provider and vendor services under Title XX, and (4) embezzlement and employee fraud.

During FY 83-84 the Division of Investigation received and verified 1,256 reports of violations, of which 754 were concluded, resulting in 339 criminal prosecutions which identified the ultimate recovery of approximately \$653,000 for the Agency.

#### **Division of Program Integrity**

The Division of Program Integrity is responsible for the Federally mandated Statewide Medicaid Fraud and Abuse Prevention and Control Program. Its activities are carried out in accordance with the provisions of the Title XIX State Plan and related regulatory documents. The Division is responsible for continuing operation of two of the six Subsystem of MMIS and program integrity policies and procedures, as well as the resolution of aberrant provider and recipient practices. During this Fiscal Year action was initiated to recoup approximately \$342,000 in provider overpayment.

### **EXECUTIVE MANAGER FOR PROGRAM OPERATIONS**

The Office of Program Operations oversees activities in five (5) major program areas. They are: Health Care Financing, Children's Services, Economic Services, Human Services and Program Management.

#### **HEALTH CARE FINANCING**

Health Care Financing administers the Medical Assistance Program, generally referred to as Medicaid. Administrative guidelines are set fourth in Title XIX of the Social Security Act and federal regulations. States have a degree of flexibility in administering Medicaid and tailoring their program to meet health care needs in the state. Specific program details for South Carolina are published in the State Plan for Medical Assistance.



South Carolina has participated in the Medicaid program since 1968 and experienced enormous growth both in terms of the number of eligible clients and expenditures. Participation has grown from 74,504 clients in June of 1969 to a high of 252,577 in June of 1981. Changes in the laws governing eligibility of Medicaid have caused the client population to decrease in recent years. There were 218,258 clients eligible for Medicaid in June of 1984.

The Agency in conjunction with Clemson University developed and implemented an automated claims processing and information retrieval system in 1979. Called the Medicaid Management Information System (MMIS), management information is furnished enabling the Agency to administer the program efficiently. Implementation of this system allowed the agency to obtain 75% federal matching for claims processing and systems operation rather than 50% allowed for standard systems. The system has been continuously enhanced to the point where it is considered a model system. 5.1 million claims were processed through the system in an average of 12 days from receipt to payment. This is compared with a national average of 21.4 days during the most recent quarter for which statistics are available.

Numerous cost containment measures were instituted in Medicaid during 1982 because of economic conditions and restrictions imposed at the federal level. Even so, in January, 1984, the program was able to expand allowing 22 days inpatient hospital and physicians' in hospital care to EPSDT eligible clients who were hospitalized for a condition resulting from screening. Additionally, professional fees to most practitioners were increased modestly.

### **Medical Director**

Staff of the Division of the Medical Director provides medical information and guidance to the Executive Assistant and all members of Health Care Financing. The division is supported by a physician advisor for Health Care Financing. This division is responsible for medical review of Medicaid claims on a prepayment basis, which assists other program areas in the evaluation of error correction forms and their resolution. This area also reviews mandated program requirements, and provides prior approval when such approval is required according to South Carolina Medicaid guidelines.

This division provides information and/or assistance to Medicaid providers as requested by the providers or by other divisions of Health Care Financing. This assistance involves provider contact via written correspondence, telephone, and personal visits. This division provides assistance to other divisions in updating Provider Medicaid Manuals.

Other responsibilities of this division are maintaining files on Hysterectomy, Sterilization, and Abortion for the purpose of federal audit on a



yearly basis; and for compiling data and preparing federal financial quarterly reports on Hysterectomies, Sterilizations, and Abortions.

The Division also maintains vigilance for consistent patterns of incorrect billing or possible fraudulent billing by providers. When these patterns are detected, the suspected providers/recipients are reported to the appropriate division for education or investigation as necessary.

### **Divisions of Medicaid Eligibility and Program Liaison**

The Division of Medicaid Eligibility and Program Liaison is responsible for administering the Medical Assistance Only, Title XIX Individual Transportation, and Buy-In programs, as well as the State Data Exchange (SDX).

The Division provides technical assistance, policy clarification, and training to County Offices concerning Medicaid eligibility, Title XIX transportation, and coverage of services under the Medicaid Program.

In South Carolina, Medicaid Assistance Only is provided to the following persons:

1. A child under age 18 who would be eligible for AFDC assistance except for school attendance, or WIN registration requirements; and the caretaker-relative of such child under age 18 whose income and resources are within the AFDC income and resource limitations and who is within the degree of relationship to the child as specified for the AFDC Program.
2. A family whose AFDC benefits are terminated due to increased earnings from employment and who received AFDC in at least three of six months preceding the month of ineligibility. Such family is eligible for MAO for four months following the month of ineligibility due to increased earnings.
3. Individuals deemed to be AFDC recipients, but who are denied a cash payment solely because the amount of the AFDC payment would be less than \$10.00.
4. Pregnant women who meet AFDC eligibility criteria.
5. A child under age 21 residing in a licensed foster family home or a private child caring institution either within or outside the State, whose income does not exceed the agency foster care board payment standard appropriate to the child's age and whose resources do not exceed the resource limitation for the AFDC Program.
6. Individuals age 65 or over, blind, or disabled, receiving monthly Social Security Title II (RSDI) benefits for any month after April 1977, who are former recipients of Supplemental Security Income (SSI) or Optional Supplement (OS), having become ineligible for such assistance *solely* because of any RSDI cost-of-living benefit increase paid for any month after June 1977, and would be eligible



for SSI or OS payments for the current month if the amount of such RSDI cost-of-living increase (including all subsequent cost-of-living increases) could be deducted from current countable income.

7. Individuals age 65 or over, blind or disabled, requiring life-sustaining care in a medical facility, and having resources not exceeding the resource limitation for the SSI Program and income of less than the State Income Limitation which is set each year by State Law.
8. Individuals who were MAO recipients residing in a medical facility and continue to meet December 1973 eligibility criteria.
9. Recipients who were eligible for Medicaid in December 1973 due to their needs having been included in their spouse's state assistance grant and who were grandfathered into the SSI program. They are eligible for Medicaid as long as they continue to qualify as the essential spouse of the SSI recipient.

In addition to those who are eligible for Medical Assistance Only, Medicaid is also provided to recipients of cash assistance under the AFDC, SSI Optional Supplementation, Title IV-E, and Refugee Assistance.

### **Institutional Services**

Institutional Services is responsible for developing policy for scope of services, establishing edit criteria for claims processing and preparing and disseminating policy and procedures. Through Institutional Services, providers also receive training and technical assistance, intervention for claims resolution, and liaison for hospitals, nursing facilities, home health, and transportation services provided under the Medicaid program.

Institutional Services responded to over 18,000 provider inquiries in FY 83-84. On the average, 98% of Institutional provider claims were paid within 20 days of receipt with an average of 9 days from the date of entry into the system to the payment date.

Staff has been working on converting hospital claims to the UB-82 with implementation set for October 1, 1984.

Major projects completed include:

1. Implementation of standardized transportation forms statewide for all carriers;
2. Revision of the Individual Transportation section of the Manual of Medical Assistance;
3. Development of training material to use at home health and hospital workshops;
4. Reviewed the ICD-9 codes requiring prepayment review.

Projects under consideration being carried over into next year are:

1. Writing an Ambulance Manual.
2. Revising the Hospital Manual.



3. Exploring alternate methods of hospital reimbursement.
4. Establishing a fee schedule fee for ambulance providers.

### Physicians' Services

This division has primary responsibility for all aspects of the Physicians' Services program within Medicaid. There are 4,881 individual and 726 group physicians enrolled in Medicaid.

Functions of the division are:

Goal development; analyzing program guidelines; developing, publishing and implementing policy, physician enrollment, liaison, training and communication; monitoring expenditures and recommending resource allocation; establishing edits for timely and accurate claims processing and monitoring claims processing results; establishing and maintaining reimbursement methodology; ensuring clients' access to services; and seeking alternate service delivery systems.

Performance statistics for the Physicians' Services program during the fiscal year are:

1. An average of 46,752 clients served each month or 21.2% of the average number of clients eligible.
2. 1.2 million claims paid in an average of 18 days from receipt. This is a 5 day improvement over last year's performance.
3. The number of claims in suspense to be processed reduced from 6,152 claims at \$1.3 million dollars in FY 83 to 6,039 claims with charges of \$1.2 million dollars.

Accomplishments of the division during this year were:

1. Revised the Physicians' Medicaid Manual.
2. Conducted statewide provider education through a series of regional workshops.
3. Responded to over 40,000 inquiries from physicians.
4. Purged the provider file of inactive physicians.
5. Increased reimbursement for office visits and obstetrical care.

Projects begun this year and scheduled for completion next year are:

1. Review physicians' reimbursement methodology.
2. Implement a project to identify high risk pregnant women and neonates and channel them to the appropriate level of care.
3. Finalize an agreement for all providers submitting claims electronically.
4. Develop an ambulatory surgical program.
5. Evaluate a second surgical opinion program.
6. Continue to explore alternative service delivery systems such as health maintenance organizations and case management programs.



### **Dental, Optometric, and EPSDT Services**

The Dental, Optometric and Early, Periodic Screening, Diagnostic and Treatment (EPSDT) Services Division is comprised of two sections. They are the Policy Planning Section and the Provider and Fiscal Management Section. This division is responsible for the management of the Dental, Optometric and EPSDT programs through the development, implementation and monitoring of policies and procedures. This effort supports the enhancement of health care delivery, increasing provider participation and expediting claims processing. The program management effort has been greatly aided by the Medicaid Management Information System. This management and claims processing system has contributed to increased provider enrollment, the development of new service delivery methods and provides information previously not available which promotes improved management practices.

Through the EPSDT program approximately 43,000 EPSDT screenings were performed last year. The EPSDT periodicity schedule allows up to seven screenings during the first two years of life, and up to seven more screenings between ages two and twenty-one.

Continuous efforts have been made to improve working relationships through Interagency agreements. These agreements provide for the development of a work plan through which agencies can take advantage of the services. Interagency agreements are in effect between the Department of Social Services — EPSDT and the following agencies and programs.

1. United States Department of Housing and Urban Development
2. South Carolina Department of Health and Environmental Control  
— Title V
3. South Carolina Department of Health and Environmental Control  
— Lead Screening Program
4. South Carolina Department of Health and Environmental Control  
— Supplemental Security Income/Disabled Children's Program
5. South Carolina Commission for the Blind
6. South Carolina Head Start Program
7. South Carolina Vocational Rehabilitation Department
8. South Carolina Department of Education

Work was initiated on a recipient awareness plan by the EPSDT Program Nurse Specialist as a means to better inform recipients of the available services, the importance of early childhood medical care, and proper utilization practices in an effort to enhance the concept of health care continuity. This will be done through a video tape which may be used by county offices and providers.



The Optometric program continued to operate under the Volume Purchase Plan which resulted in a reduction in cost of approximately \$35.00 per pair of glasses.

Work began on the development of a new EPSDT data system which will enhance services delivery and provide more information to enhance the management of the program. The new system will also provide results of screening, diagnosis and treatment which will allow for the analysis of outcomes.

### **Drugs and Durable Medical Equipment Services**

This division has the responsibility for the management of the Drug Program and the Durable Medical Equipment Program. Its major responsibilities are to develop, publish, and implement policies and procedures for these programs, to assist in the enrollment of providers and to furnish provider liaison, training and materials necessary for claims submission to propose budget guidelines and to monitor expenditures; to maintain pricing for covered services.

Due to continuing budgetary restrictions, payment for prescriptions is still limited to three (3) per month, and the payment schedule established for the Durable Medical Equipment Program remains in place.

### **Pathology, Radiology, ESRD, Psychiatric Services**

This division has the responsibility for radiology and pathology services including independent laboratory and x-ray clinics, mental health and psychiatric services.

In addition, the division administers the End Stage Renal Disease program including all nephrology services, and is responsible for podiatry services and the speech and hearing clinics.

Activities encompass policy management, public information, State Plan, provider bulletins and manual material; budget activities including reimbursement methodologies, pricing and cost containment; planning both short and long range; liaison with providers and provider groups, provider enrollment; interfacing and coordination with other areas of DSS, other state agencies as well as federal entities.

For the programs managed by this division, the Medicaid Management Information System was enhanced by streamlining technical and medical edits thereby expediting automated claims processing.

The division enrolled 112 pathologist who began billing for professional services independently of the hospitals. Fifty new radiologists and billing agents were enrolled. Providers and billing agents were trained in professional component billing. Fees for professional services were reviewed for integrity by comparing fees for technical services in a hospital versus the physician's charges. In order to monitor the validity of services rendered by radiologist, a survey form was developed to record all equipment



owned and available to the radiologist. Through these efforts expenditures were contained while services were expanded for all programs served.

The End Stage Renal Disease Program has been totally automated eliminating the necessity for manual review of claims. This was accomplished through the development of forms and procedures to enroll each ESRD recipient into the MMIS system. This process has greatly enhanced the monitoring of expenditures, patient population, Medicare eligibility and Buy-In accretion. A reimbursement mechanism for home dialysis has been developed to encourage this method of treatment. Other areas of the ESRD program to improve services to the recipient have been recognized and improved, including necessary drugs and transportation.

The Community Mental Health Center program has been improved by establishing direct communication between DSS and the Centers. This liaison, along with efforts by DSS and the Department of Mental Health, resulted in enhancement of the quality of care provided by the Centers.

## CHILDREN AND FAMILY SERVICES

Children and Family Services provides a variety of programs designed to enhance the lives of South Carolinians through adoption, children's protective services, permanency planning and resource development.

### Adoption

The purpose of Adoption services is to provide professional and effective services to genetic parents, adoptive parents, children and families. Services provided by the program include:

- recruitment and preparation of adoptive families
- community education and advocacy
- counseling with genetic parents
- preparation of children for adoptive placement
- post placement services to families
- post adoptive counseling for genetic parents, adoptees, adoptive families
- program development
- training and consultation

### Services to Children

During FY 83-84, 381 children were placed adoptively through services provided by DSS.

The following statistics provide more detailed information regarding these placements.



Total Number of Placements .....	381
Department of Social Services .....	351
Provider Agency Placements .....	30
Foster Home Placements .....	134
Number of Sibling Groups Placed .....	45
Number of Children Placed with Medical Subsidy .....	41
Number of Children Placed with Supplemental Benefits/ Adoption Assistance .....	155/67
Number of School-Age Children Placed .....	163
Number of Special Needs Children Placed .....	213
Number of Children Placed Out of State .....	15

The following chart identifies the children placed by age and race.

	<i>White</i>	<i>Black</i>	<i>Bi-Racial</i>	<i>Total</i>
0-6 Years ....	92	107	13	212
6-12 Years ...	48	59	6	113
12 & Older ...	30	26	0	56
Total .....	170	192	19	381

The philosophy of this program is that every child deserves an opportunity to be placed with an adoptive family regardless of his physical, emotional or mental condition. Thus recruitment and community efforts are made to place every awaiting child. Additionally efforts have gone into specific recruitment in order that a permanent family may be identified for a child regardless of his/her special conditions or needs.

As of June 30, 1984 the following chart reflects the number of children free and available for placement:

<i>Age</i>	<i>White</i>		<i>Black</i>		<i>Bi-Racial</i>		<i>Other</i>		<i>Total</i>
	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	
0-6 months ....				2					2
7-12 months ...				1					1
1-3 years .....	1	2	4	4					11
4-5 years .....	4		7	3					14
6-7 years .....	3	2	9	8					22
8-10 years .....	7	3	11	8					29
11-13 years ....	5	7	20	13					45
14 & older ....	23	14	27	18		1	1	1	85
TOTAL .....	43	28	78		57	1	1	1	209

#### Services to Families

During FY 83-84 special emphasis was placed upon recruitment and preparation of black families. Local committees composed of professionals and adoptive parents were established. Staff continued to provide support and technical assistance to the S. C. Council on Adoptable Chil-



dren and parents continued to be utilized in preparation, community education, post placement and training activities.

Data regarding the families prepared and approved for placement during FY 83-84 follows:

	White	Black	Mixed Race
1st application . . . . .	218	147	3
2nd application . . . . .	34	21	
3rd, 4th or 5th application	2	3	
TOTALS . . . . .	254	171	3 = 428

Data regarding the families who received placement of a child or children follows:

	White	Black
Regular Placements . . . . .	79	89
Foster Home Placements . . . . .	21	32
TOTALS . . . . .	100	121 = 221

Additional data regarding services to families:

Number of adoptions finalized during FY 83-84 . . . . .	283
Number of families receiving post placement services . . . . .	504
Number of post adoption cases . . . . .	84

#### MAJOR ACCOMPLISHMENTS

1. Placement of 381 children and approval of 428 adoptive families.
2. Expansion of the Black Adoption Project through the establishment of local committees.
3. Expansion of recruitment efforts e.g. children featured in *Black News* and Developmental Disabilities Council Newsletter, brochures, posters, radio and television features.
4. Development of the Head Start-Special Needs project.
5. Establishment of the Regional Adoption Program.
6. Establishment of the One Church-One Child Program.
7. Recruitment and hiring of preplacement and post placement consultants in order to enhance service delivery and assure successful placements.
8. Provision of counseling and referral services (post adoption services) to 84 clients.
9. Implementation of a special project with the Department of Mental Retardation.
10. Presentations at various conferences e.g. Human Services Training Conference, Child Welfare League of America Conference, Children of Alcoholics Conference.
11. Conducting of six program reviews and provisions of consultation and technical assistance.



12. Contracting with the S. C. Seedling and the Southeastern Exchange for the provision of listing and recruitment services.
13. Establishment of computerized data and tracking system (Adoption Information System).
14. Increase in the percentage of black children placed.

#### GOALS FOR FY 84-85

1. Establishment of the Head Start-Special Needs Project in five areas of the state.
2. Implementation of strategies for the placement of adolescents.
3. Establishment of transition families for children who disrupt or are at risk of disruption.
4. Expansion of the Black Adoption Project.
5. Development of a training program regarding services to genetic parents.
6. Evaluation of Regional Adoption Program with implications for future program development.
7. Expansion of efforts to prepare families for special needs children.
8. Establishment of council (to include county staff) for the purpose of assessing present preparation method and provide recommendations for the enhancement of adoption services.

#### **Child Protective Services**

The South Carolina Child Protection Act of 1977 defines responsibilities of both the State Unit and Local Protective Agencies. The State Unit's responsibilities include:

Assigning and monitoring initial child protection responsibilities through periodic review of services offered throughout the state;  
Assisting in the diagnosis of known or suspected child abuse and neglect;

Coordinating referrals of known or suspected child abuse and neglect;

Measuring the effectiveness of existing child protection program and facilitating research;

Planning and program development;

Establishing and monitoring a statewide central registry for child abuse and neglect;

Receiving and investigating reports of institutional abuse and neglect;

Community education;

Furnishing an annual report to the Governor and General Assembly; and

Administering federal child abuse and neglect funds.



The Local protective services agencies responsibilities include:

- Receiving and investigating reports of suspected abuse and neglect;
- Provisions of services to abused and neglected children and their families;
- Communicating information to the central registry;
- Notification of law enforcement where the facts in the case appear to indicate a violation of criminal law;
- Notification of appropriate Family Court of indicated cases of physical, mental or sexual abuse;
- Seeking the cooperation and involvement of local public and private institutions, groups and programs concerned with matters of child protection; and
- Community education.

#### State Unit Responsibilities

##### A. *Program Reviews*

During FY 1983-84, the State Unit completed program reviews in the following fifteen counties:

Aiken	Kershaw
Calhoun	Lee
Cherokee	Newberry
Florence	Richland
Georgetown	Spartanburg
Greenwood	York
Jasper	Union

In order to assist counties improve service delivery, nine of the counties participated in a specially developed five day training program which focused on Intake, assessment based on dynamics, physical, behavioral and social indicators and treatment based on dynamics. The training will be provided to the remaining six counties prior to November 1984.

##### B. *Diagnosis of Child Abuse and Neglect*

Two state unit consultants and the Director of Child Protection staffed approximately seventy cases and served as expert witnesses in ten cases.

##### C. *Coordination of Child Abuse and Neglect Referrals*

Twenty-eight protective service in-state alerts were processed during this fiscal year. The alerts were sent to each county office and a limited number were also referred out-of-state.

##### D. *Measuring the Effectiveness of the Existing Program*

In addition to the fifteen program reviews conducted by the State Unit, the American Humane Association, Denver, Colorado, was employed by



the Department to conduct a statewide evaluation of the child protection program. The purpose of the evaluation was to assess current strengths and weaknesses in the child protective services program in numerous areas and to solicit from the American Humane Association recommendations to improve the program and ultimately, services to clients. The evaluation process involved:

- (1) An evaluation of State's law and a comparison of this statute to those of the other states;
- (2) An evaluation of the State's Child Protective Services Policy Manual and the Permanency Planning Manual, where it was relevant to child protective services;
- (3) An evaluation of administrative areas such as organizational structure, staffing patterns, and supervisory ratios and caseloads;
- (4) An evaluation of written program reviews conducted within the State;
- (5) Surveys administered to all forty-six counties and judicial districts;
- (6) An on-site analysis of the Child Protective Services system. This work involved sending seven professional staff and faculty to five county agencies for a full week to evaluate administrative practice, supervisory roles and competence, worker roles and competence, and relations of child protective services with community, with specific emphasis on the court and law enforcement agencies;

The on-site work was conducted using structured interview guides, a structured form for assessing case records, and other formal and informal interviews with and observations of agency line workers and other staff.

- (7) Case examples were administered to caseworkers to assess their consistency of decision-making and the quality of their casework skill;
- (8) American Humane looked at the ways in which the county agencies fit within the State system and the local community;
- (9) Protective services process as implemented in each agency was scrutinized with the objective of assessing the quality of services provided to clients;
- (10) Finally, two senior staff from American Humane spent one full week in the State Office interviewing various Department heads and other staff from the Child Protective Services Unit, the General Counsel's Office, Staff Development, the Governor's Office, the Public Information Office, State Department of Mental Health staff and others. Numerous programs conducted by the State were assessed at this time.

The results of the project focused on the following areas:



1. The South Carolina Child Protection Act
2. The South Carolina Child Protective Services Policy and Policy Process
3. Administrative Authority and Responsibility
4. Program Implementation at the State level
5. Delivery of Child Protective Services
6. Interface Between the Family Court and Child Protective Services
7. Community Resources and Agency Coordination

A full copy of the Executive report may be obtained from the State Unit.

#### *E. Central Registry*

The Central Registry System was modified to accept only indicated cases this fiscal year. The county level data entry function is fully operational with no operational problems.

#### *F. Institutional Abuse and Neglect*

Two consultants are assigned the responsibility of receiving and investigating all reports of institutional abuse and neglect. This fiscal year, one hundred and twenty-nine reports were received. Staff also processed eight inappropriate referrals. The reports involved thirty-nine facilities, five public and thirty-four private. The number of cases indicated was forty-three, unfounded seventy-seven. Eight reports were referred to the State Law Enforcement Division (SLED) for criminal investigation. One hundred and fifty-five children were involved in these reports.

During the fiscal year, the final program draft of the institutional abuse program guidelines were forwarded to the Department's Legal Services Office for promulgation.

#### *G. Training*

The state unit training activities for the year included:

- (1) Conducting in conjunction with designated county staff, three (3) five day sessions of Specialized Certification training for new staff;
- (2) Statewide training offered to licensed public and private day care facilities;
- (3) A one day training session on dynamics of abuse and neglect was provided eight (8) times to one hundred and sixty (160) of the Department's Homemakers.
- (4) Two staff members were involved in the Department's specialized training for Human Services Supervisors.
- (5) Training was provided to the following groups and sister agencies:

S. C. School For the Deaf and Blind  
Dillon County Law Enforcement Officers



S. C. Foster Parents Association  
Richland County Foster Parent Association  
Richland County Council on Child Abuse and Neglect  
Greenville County Foster Parents Association  
Council on Aging  
Kiwanis  
Lions Club  
Richland County Guardian Ad Litem Project  
S. C. Criminal Justice Academy

Workshops for Sexual Abuse in Laurens, Florence and Georgetown Counties. Agencies represented at the workshop included the Department of Mental Health, Social School Board, law enforcement officers, and medical personnel and private citizens including ministers.

Staff conducted workshops at the Child Welfare League and the National Center on Child Abuse and Neglect National Conference.

#### H. *Administration of Federal Funds*

South Carolina was awarded \$120,000 as its portion of the Child Abuse and Neglect State Grant Funds administered by the National Center on Child Abuse and Neglect. The following projects were funded using the monies:

- (1) Parents Anonymous of S. C. Inc., to establish eight new Parents Anonymous Chapters which would assist abusive and potentially abusive parents develop insight into their behavior.
- (2) Sexual abuse projects in Anderson and Lancaster Counties. These projects provided specialized training for Mental Health, Law Enforcement, Medical and Child Protection professionals in the area of assessment and treatment of sexual abuse. The projects also provide special group treatment services to victims, perpetrators and non-perpetrators parents. Community outreach and consultation are a major focus on each project.
- (3) The Family Service Center of Columbia to provide consultation to the local Departments of Social Services in Newberry, Williamsburg, Georgetown and Lexington Counties on establishing Group Treatment Projects for Neglectful Parents. Mothers from Child Protection have been selected to participate in these self-help educational groups. Conducted by Child Protection staff. The group sessions focus on building client self-esteem and self-worth. The projects also provide supervised child care for the children of parents participating in the groups.
- (4) H. Randolph Spencer, M.D.P.A., Columbia Center for Adults and Families to conduct research to develop a multi-agency tracking



system for emotionally handicapped children who may be victims of abuse and neglect.

### *I. Amendment to the Law*

The South Carolina Child Protection Act, Section 20-7-690 was amended to expand the list of individuals or institutions with which information in child abuse and neglect reports legally can be shared. The new listing now includes the ombudsman of the Governor's Office, any person or agency having legal responsibility or authorization to care for, treat, or supervise the child or the child's family.

### *County Responsibilities*

#### *A. Provision of Services*

The county offices logged 137,678 hours conducting child protection investigations. The number of primary clients receiving treatment services was 5,655. This represents a total of 148,113 hours of client contact for treatment services, 11,469 service hours of Emergency Caretaker Services were provided to 308 clients. Emergency Shelter Services provided 123,213 hours to 400 clients.

The following services are provided directly by the Department of Social Services in all counties:

- Child Protective Services Intake, Assessment and Treatment
- Emergency Caretaker Services
- Homemaker Services
- Emergency Financial Aid (varies from county to county)
- Transportation

The following services are purchased by the Department under Social Services Block Grant contracts (availability of the services varies from county to county):

- Day Care
- Alcohol and Drug Abuse Counseling Services
- Transportation
- Counseling Services
- Socialization and Developmental Services to Children
- Residential Therapeutic Services
- Emergency Shelter Care

The charts provided on the following pages describe the services that can be purchased for Child Protective Services clients via the Social Services Block Grant system only and their level of usage. The majority of the Child Protective Services clients receive supportive services through other public agencies, primarily the Department of Mental Health, and other private groups, for example, the local Council on Child Abuse.



## FOR CHILD PROTECTIVE SERVICES CLIENTS

Supportive Services	Funding Matching		Description of Services	Target Population	Number of Clients (Families) Served	
	Source	Requirements			FY 1983	FY-1984 as of 6/30/84
Transportation Service Code 3700	SSBG	For SSBG 75% Federal Funds 25% State Funds	This Service involves transporting individuals from their homes to and from community facilities such as grocery stores, physicians' offices, drug stores, DSS food stamp offices, centers, counseling services, child care, or any other services or resources necessary for diagnosis and treatment. Services are provided through contacts with providers with vans and buses or with private citizens who volunteer the use of their vehicles.	Abused and neglected children who are living with their families without access to transportation to resources necessary for the diagnosis and treatment of the family.	146	133
Community based Counseling for Adults Service Code 4600	SSBG	75% Federal Funds 25% State Funds	Service provided by community based professionals through counseling, follow-up, and aftercare support to individuals who have been released from institution.	Abusive and neglectful parents with other problems or mental illness, emotionally behavioral problems or problems of alcohol and drug abuse	86	71
Developmental Services to Handicapped Children Service Code 5200	SSBG	75% Federal Funds 25% State Funds	Infant/toddler and preschool programs provide activities to help each child in the areas of muscle coordination, activities of daily living, verbal and socialization skills. The program also helps the family by providing special training to the parents to assist them in dealing with their child's growth and development.	Abused and neglected preschool children in the community who are also developmentally disabled (diagnosed mentally retarded)	94 children	50 children
Child Development Services (Day Care) Service Code 1200	SSBG	75% Federal Funds 25% State Funds	The program offers supervised, planned developmental activities, health screening and immunizations, nutritional meals and snacks, and diagnostic evaluations for children. The program offers the children's parents counseling and guidance, parenting education, and assistance in obtaining needed health and social services. Transportation is provided by most child development programs. This service also provides a home-based developmental program which offers children and parents the same services as out-of-home care, except for nutritional meals and snacks.	Children, ages 0-6, needing child care outside the home for up to ten hours per day. Abused and neglected children are given high risk priority of placement.	1124 children	1179 children



Homemaker Services Service Code 2200	SSBG	75% Federal Funds 25% State Funds	Any of the following activities may be provided to clients who receive Homemaker Services: light housekeeping, meal planning, marketing, and food preparation. Homemakers also help clients with personal care and home management, budgeting, child care skills, and with treatment plans prescribed by a physician. Homemaker Services are provided in the client's home.	Families with children needing assistance in fulfilling parental roles, needing respite from their children and developing home management skills.	765	667
Emergency Shelter Care (provided as a sub- service of child protective services)	SSBG	75% Federal Funds 25% State Funds	This service provides appropriate temporary residential care and supervision for abused and neglected children who have been removed from their parents. The facilities are licensed and care is limited to thirty days.	Abused and neglected children who have been taken into protective custody or have been removed from their home by the Family Court.	992 children	1127 children
Socialization and Developmental Services for Children Service Code 5100	SSBG	75% Federal Funds 25% State Funds	This service provides structured recreation for children. It enables the child to develop socially, physically and emotionally. In many rural communities, it may prevent social isolation.	Community based, abused and neglected children, generally of school age.	10 children	20 children
Children, Youth and Family Counseling Service Code 5300	SSBG	75% Federal Funds 25% State Funds	This service basically provides counseling and support to children and their families in order to avoid institutionalization of the child.	Abused and neglected children and their families in the local community where the children are at risk for institutionalization.	50 children	71 children
Emergency Caretaker Services (provided as a subservice to child protective services)	SSBG	75% Federal Funds 25% State Funds	This service permits the placement of a certified adult in the home on an hourly basis to permit children to remain in their home in safety. The focus is to provide respite to parents, avoid out-of-home unnecessary, multiple problems provide care for children in order to permit their parents to use other services and support the care of children in the home.	Abused and neglected children in their homes where placement may be a possibility for those who need short-term supervision as an adjunct to other services or where respite is needed.	110 children	Not available
Child Development Services	SSBG	100% Federal Funds Job Bills	See description for Child Development Services (Service Code 1200) Service providers were primarily in the private sector.	Abused and neglected children Program did particularly under three, for whom SSBG Child Development Services were not available.	not exist.	130 children (six month period)



## Special Projects Currently Underway for Child Abuse and Neglect Victims and Their Families

### *Counties With Sexual Abuse Projects*

Greenville	Charleston
Anderson	Orangeburg
Berkeley	Sumter
Spartanburg	Richland
Chester	Lancaster
Beaufort	
Florence	currently
Laurens	organizing

### *Child Neglect Group Projects*

Lexington	Chester
Williamsburg	Marlboro
Newberry	Georgetown
Pickens	

### *Group Work Services for Physically Abusive Families*

Laurens	Pickens
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### *Special Services to Abusive and Neglectful Families With Substance Abuse Problems*

Greenville	Richland
Anderson	

### *Prevention of Child Abuse and Neglect in Foster Homes*

Charleston

### *Statistical Information*

The statistical information is unavailable at the writing of this report. This information cannot be compiled until two weeks after August 30, 1984. This occurs as a result of the provision in the law which allows the counties sixty days to complete protective service investigations. Case determinations on reports made on June 30, 1984 are not due until August 30, 1984. Approximately two weeks are needed to allow the Central Registry System to be fully updated. A complete statistical report will be available through the State Child Protection Unit by September 30, 1984.

### **Permanency Planning**

The Permanency Planning Program is responsible for assuring that all children needing substitute care are provided the best placement plan-



ning to meet their needs, with the long range goal of affording an appropriate permanent placement.

Whenever possible, return to the biological family is the primary objective for children in foster care. However, indicative of the agency's commitment to averting long-term foster care and ensuring permanency for children who cannot return to their biological parents, adoption has increasingly become a viable alternative. Permanency, whether through the biological family, adoption, or permanent foster care, has become the goal for children served by the Department of Social Services.

The Permanency Planning Unit develops policy, procedural and program standards, assures that policies are adhered to and provides technical assistance and policy interpretation to county program staff. Approval is currently required by the State Permanency Planning staff on all termination of parental rights actions and permanent foster care requests. During the past fiscal year, the State Office staff approved permanent foster care for 21 cases and termination of parental rights in 124 cases (or for 204 children). In an effort to develop the most appropriate permanent placement plan for children, State and County Office personnel staffed 190 cases.

The automated foster care tracking system remains operational on a statewide basis for all children in foster care. This system provides information for program management and evaluation at all levels in the area of substitute care, resource development and permanency planning. It provides general demographic data on children living in substitute situations as well as specific information on each child. This type information aids staff in ensuring the development of permanent plans for each child in the Department's care.

The Permanency Planning Unit approves funding requests for unmarried mothers entering maternity homes. There were approximately 125 unmarried mothers who were approved for admission to Florence Crittenton.

Concurrent with permanency planning policy development and implementation, a statewide specialized training program for permanency planning workers continues as an ongoing commitment of the agency to upgrade and maintain staff competency levels. All direct delivery staff must initially successfully complete and be recertified on a regular basis in order to provide foster care services.

Indicative of the fact that children are no longer languishing in the foster care system is the fact that approximately 4,899 children were served during the past fiscal year. This includes children who have been returned to their families and are being supervised as well as those children for whom permanent foster care is the permanent plan.



The Permanency Planning Program continues to participate in the Title IV-E program. There were 945 children receiving Title IV-E funds in May, 1984.

## **Resource Development**

### **Substitute Care**

The Department is mandated to license child caring facilities, child placing agencies and foster homes which provide residential care for children and are not exempt under the State's current licensing law. The residential facilities include foster family homes and group care facilities.

As one component of substitute care/group care, staff is responsible for public awareness, provision of technical assistance and consultation, development of new facilities as well as the licensure of this type facility on an annual basis. There are currently fifty-seven (57) licensed group care facilities throughout the state, with four (4) new facilities being licensed in the past fiscal year. There were also eight (8) child placing agencies relicensed and two (2) new Child placing agencies licensed. All facilities received consultative services and technical assistance in the possible establishment of a group care facility. There are currently two (2) group care facilities pending licensure and two (2) child placing agencies pending licensure.

The foster home component is responsible for the recruitment, development, training and licensure of foster family homes. There are seventeen hundred twenty-five (1,725) licensed homes in the state. The unit continued to assist counties with radio and television public awareness and recruitment programs. Foster Parent training is mandatory for licensing and relicensing and is an ongoing process in the counties. The unit was also directly involved in the location and placement of several hundred special needs children. Each county Department in the state now has a minimum of one (1) person qualified to train foster parents within their county.

The Therapeutic Foster Home Program remains operational. The program is designed for those emotionally disturbed children who are freed or will be freed for adoption within a six (6) months period of time. During FY 83-84 five (5) families participated in the program providing care for nine (9) children.

The unit, in conjunction with Refugee Resettlement Agency, continued the foster care project for unaccompanied refugee minors coming into South Carolina. There are currently twenty-eight (28) refugee children in this program. Agency staff and foster parents developed and implemented training needs and community resources for both Haitian/Cuban and Indochinese children.

There were twenty-one (21) children who received residential treatment through an out-of-state residential treatment resource during the



past year. Two (2) of those children have now been returned to South Carolina.

The Fair Play Wilderness Camp School was licensed for the care of thirty-five (35) boys. This facility is designed to provide therapeutic treatment for emotionally disturbed adolescents. Thirty-two (32) boys have received care during the past year.

The Agency and the Foster Parent Association sponsored the annual State Foster Parent Conference in May and was attended by several hundred foster parents. There are currently twenty-six (26) Foster Parent Associations in the State.

#### Preventive Services (Family Centered Services)

Preventive Services is a program designed to provide services to high risk families in danger of disruption. Assistance is provided these parents in fulfilling their child rearing roles and in providing and maintaining a stable home conducive to meeting family needs. This prevents the placement of children in substitute care and reunifies families where placement has occurred.

During FY 83-84, the program was field tested in six (6) pilot counties, Spartanburg, Marlboro, Beaufort, Chester, Bamberg and Florence and was initially successful. Based on the experiences of these counties, it was concluded that prevention initiatives would be more effective if integrated into existing program units. This new approach has been implemented in two (2) counties where the preventive philosophy is an integral part of children's services rather than a separate unit within their program.

#### *Interstate Compact on the Placement of Children*

##### Foster Care/Relative Placement

##### Annual Report

1983-84

* Placements Into South Carolina .....	123
Placement Out of South Carolina .....	<u>135</u>
Total .....	258

<i>Types of Placement</i>	<i>In South Carolina</i>	<i>Out South Carolina</i>
Parent .....	37	74
Relative .....	39	55
Foster Home .....	10	18
Group Home .....	2	1
Residential .....	12	6
Institution .....	<u>2</u>	<u>1</u>
Total .....	102	155



	<i>Male</i>	<i>Female</i>	
Into South Carolina . . . . .	54	90	Total Number of
Out of South Carolina . . . . .	<u>132</u>	<u>106</u>	Children Involved
Total . . . . .	186	196	in Placement — 373
Number of Children Returned to Sending State . . . . .			80
Number of Children Returned to South Carolina . . . . .			81
Total Number of Placements Denied by South Carolina . . . . .			50
Total Number of Placements Denied by Sending State . . . . .			63
Total Number of Requests Sent by South Carolina . . . . .			1,705
Total Number of Requests Received by South Carolina . . . . .			<u>1,021</u>
Total . . . . .			2,736

\* Report Includes Non-Compact States and Foreign Countries

## ECONOMIC SERVICES

### Division of Assistance Payments

Assistance payments programs provide assistance to individuals who qualify under agency policies which are in accordance with federal and state regulations. Income and resources are considered in determining eligibility for assistance payments.

The Assistance Payments Division researches state and federal regulations and then formulates policies and procedures for each program of assistance. The staff is committed to making program changes within the law, which enhance services and service delivery.

Members of the staff assist the county DSS workers with program policies and procedures. Technical assistance and training is offered to ensure uniform understanding of current and new policies and regulations. The Division of Assistance Payments also monitors each program of assistance. Findings are reported to county staff. These activities provide the staff of the Division of Assistance Payments with feedback which is useful in planning future policies and procedures.

### Aid to Families With Dependent Children (AFDC)

The AFDC Program provides a minimum level of subsistence in the form of cash payment to families with children who are deprived of support or care of one or both parents by reason of death, physical or mental incapacity or continued absence from the home.

Total AFDC expenditures for fiscal year 1983-1984 were \$73,465,100. A total of 128,392 persons received assistance in 47,537 cases. The average monthly payment per case was approximately \$128.79 with an average monthly payment of \$47.68 per person. These figures decreased from



134,527 persons in 49,687 cases in fiscal year 1982-1983. The average monthly payment per case during that period was \$125.93 per case and \$46.44 per person. Total AFDC money payment expenditures for fiscal year 1982-1983 were \$74,966,355. Activities and accomplishments in the AFDC Program during fiscal year 1983-1984 included:

1. Increased the AFDC award from 74 percent of need to 76 percent of need effective July 1983.
2. Began development of an Application Processing Information Retrieval Systems (APIRS) to establish an electronic data processing integrated data base for Economic Services programs.
3. Continued an Automated Redetermination Notification System (ARNS) that is responsive to worker needs and detecting agency errors in AFDC cases.
4. Increased collection of overpayments to AFDC clients through an automated recoupment system which was established in fiscal year 1982-1983.
5. Continued monthly reporting for approximately 12,000 AFDC cases. All cases with earned income were included in monthly reporting.
6. Implemented a system for matching South Carolina's Employment Security information against North Carolina's AFDC file and vice versa in order to detect unreported benefits and wages.
7. Continued the Community Work Experience Program (CWEP) in Beaufort and Spartanburg Counties.
8. Assisted in the on-going implementation of the Economic Services Certification Training. All current ES workers have received this training.
9. Began work on the separation of AFDC and Food Stamp policy manuals. This will enable caseworkers to perform more efficiently.
10. Held a symposium for economic services staff from the fourteen largest counties who carry approximately 65% of the AFDC caseload and therefore have a higher potential for errors. In an effort to reduce the AFDC error rate emphasis was on AFDC policy clarification, Probe Interviewing techniques, use of a Workload Management system in these counties which will capture the quality and quantity of work, and implementation of an Error Prone Profile to identify cases likely to contain a client error.
11. Assisted in the development of posters advising AFDC clients and the general public of the obligation to report changes and information which might affect a client's eligibility.
12. Initiated a contract with the University of South Carolina Statistics Laboratory to develop a client error prone profile which would identify AFDC cases likely to have an error caused by clients not reporting changes.



### Refugee Resettlement

Refugee Resettlement provides financial assistance and/or medical assistance to refugee or entrants who fled their countries. They must meet certain eligibility criteria, including need. The State received 100% federal reimbursement for refugee/entrant assistance payments.

In fiscal year 1983-1984, an average of 70 persons, including children and adults, received assistance through the Refugee Program. Total money payment expenditures for the fiscal year were \$91,205.

### General Disability Assistance

This program provides financial assistance to needy individuals, aged 18-65, who are temporarily and totally disabled, and who are not eligible for any other type of assistance. The sole funding source for this program is state revenue. Due to the State's more limited financial resources, the medical services component of this program was terminated effective January 1, 1982. An average of 52 persons received GDA on a monthly basis during fiscal year 1983-1984.

### Optional Supplementation

Optional Supplementation provides financial and medical assistance to eligible aged, blind or disabled individuals who are unable to meet the cost of care in a residential care facility licensed by the Department of Social Services, Department of Mental Retardation, Department of Mental Health and the Department of Health and Environmental Control. The number of persons eligible for Optional Supplementation continued to increase during fiscal year 1983-1984. A per month average of 2,129 individuals received Optional Supplementation during the year, with an average monthly payment of \$112.34.

In July 1983, the net income limitation for establishing eligibility for Optional Supplementation was increased to \$430, \$25 of which was allowed to meet personal needs. The remainder of a recipient's income must be applied to the cost of care in the facility.

### New Eyes For The Needy

The New Eyes For The Needy Program provides eyeglasses for persons with limited income who meet certain visual acuity criteria. This program is funded entirely from donations such as used metal eyeglasses frames and precious metal scrap such as old watches, broken or outdated, real costume or antique jewelry. In fiscal year 1983-1984 121 New Eyes For The Needy forms were issued.

### Individual and Family Grant

The Individual and Family Grant Program is Authorized under Section 408 of the Disaster Relief Act of 1974. The Program is designed to provide



financial assistance up to \$5,000.00 to any individual or family who has necessary expenses or serious needs caused by a severe storm, flood or disaster that other governmental programs, insurance or other means do not meet. Assistance is provided in the form of a grant and does not have to be repaid unless obtained fraudulently or not used to meet serious needs or necessary expenses for which the grant was approved.

On March 28, 1984, several counties in the State were declared disaster areas due to a severe storm system which caused extensive damage. The disaster declared counties were: Abbeville, Chesterfield, Fairfield, Kershaw, Laurens, Marlboro and Newberry. Damages in those counties were estimated to be approximately one million dollars and affecting approximately 2,500 individuals and families.

The Individual and Family Grant Program begun on April 10, 1984 and Federal Regulations require that the program last no longer than 180 days. A total of 930 applications were received. As of June 30, 1984, 167 applications were approved representing \$293,721.13 in grant assistance. It is anticipated that a million dollars in grant assistance will be approved and dispersed by the Program close-out date of September 30, 1984.

### **Division of Food Stamps**

During fiscal year 1983-84, participation in the Food Stamp Program decreased from an average of 146,338 households last year to 137,725 this year. This decrease can be attributed to an improved economy and continued emphasis on prosecuting households that received benefits fraudulently. The amount of coupons issued to eligible households decreased from \$219,389,929 in FY 82/83 to \$207,585,578 this year. This reduction was due to the decrease in statewide household participation.

In addition to the on-going activities of the Food Stamp Program the following are some special projects, activities and accomplishments of this fiscal year:

(1) Berkeley and Greenville counties continue to operate the optional workfare program. Under this program nonexempt food stamp recipients may be required to perform work in a public service capacity as a condition of eligibility to receive the food stamp allotment to which their household is normally entitled. The primary goal of workfare is to improve employability and enable individuals to move into regular employment.

(2) During the year the Food Stamp Division and Employment Security Commission signed cooperative agreements to provide work registration and job search activities for food stamp recipients. The Division requested and received funding of \$637,880 from the U.S. Department of Agriculture (USDA) to provide job search services for 14,720 recipients in 22 counties.



(3) The SSI cashout Project continued to operate in Darlington, Dillon, Florence and Marion counties. In this project certain elderly and SSI recipients are issued checks in the amount of their regular coupon allotment.

(4) During the year the State Food Stamp error rate was reduced to below 9%. This reduction was sufficient to avoid federal fiscal sanctions.

(5) During the year steps were taken to further reduce the error rate and improve program administration. Among these are:

(a) An error prone profile was developed and implemented in several of the largest counties in the State. The system identifies cases with a high probability of error and enables the eligibility worker to perform certain actions on these cases to prevent errors.

(b) On January 1, 1984 a monthly reporting system was implemented. In this system certain households with earned income are required to report each month to the County DSS Office.

(c) A targeted sampling procedure was implemented during the year. In this procedure extensive reviews are conducted in selected counties to provide a valid error rate for use in planning corrective actions. The procedure also allows for the correction of error cases before inclusion in the Quality Control sample.

(d) The Division received approval to install a new food stamp computer system. The system is expected to improve program administration and reduce errors.

(e) The State participated in a Federal Interstate Wage Match program with all the States in the Southeast Region. In this procedure social security numbers are used to determine if households are receiving benefits in more than one state.

(6) Surplus food distribution activities were conducted on a quarterly basis in 46 counties to low income households. Approximately 10 million pounds of dairy and dry food items valued at the USDA wholesale price of \$12,000,000 was distributed through food banks and the local DSS offices. Charitable Institutions and soup kitchens received 1.5 million pounds of special canned goods valued at \$1,000,000 for prepared meals on site for needy persons during FY 83-84.

### **Division of Child Support Enforcement**

The goal of the Division of Child Support is to initiate an effort to secure support from absent parents utilizing local resources through contracts with local courts and the Office of the Attorney General. The division is responsible for the development and implementation of all activities mandated by Title IV-D of the Social Security Act. These activities include the location of absent parents, the establishment of paternity and support obligations where necessary, and the establishment and collection of child support obligations once established. These ser-



VICES are provided to families receiving Aid to Families with Dependent Children (AFDC). Non-AFDC families in South Carolina and other states receive services upon request. The director of the Division of Child Support also serves as the South Carolina information agent for the Uniform Reciprocal Enforcement of Support Act (URESA).

As a condition of eligibility for AFDC, persons must assign their rights to child support to DSS and cooperate with the Division of Child Support in securing support from absent parents. During the 1983-1984 fiscal year, approximately 18,000 new referrals were received on absent parents whose children are receiving AFDC. In addition, the Division of Child Support received over 2,600 non-AFDC referrals on absent parents. It is anticipated that rapid growth will occur in the non-AFDC area due to the national emphasis on child support and proposed legislation in Congress. If this trend continues, the direction of the program will shift from cost recoupment to social benefit for the single parent household. The Parent Locator Unit successfully resolved 14,322 cases.

The Collections Unit has established procedures to collect and distribute child support payments. These collections result from the establishment of new court orders and agreements, the enforcement of existing delinquent court orders and the filing of assignments of rights in the name of DSS in existing court orders. Total collections for the 1983-1984 fiscal year amounted to \$11,599,398. This figure exceeded last year's collections by 3.6 million dollars. This large increase is due to an aggressive enforcement effort by the Clerks of Court and the increased use of the federal and state tax intercept processes. Of total collections, \$651,452.00 is a result of intercepting tax returns of absent parents. It is anticipated that tax intercept will prove to be an even more effective tool next fiscal year.

### **Division of Program Support**

The Division of Program Support administers separate but contiguous programs which support the Department's major economic services programs. When certain duties cross program lines or, are generic in nature, the Division of Program Support ensures the coordination of similar programmatic duties and activities.

#### **Recipient Claims Unit**

The Recipient Claims Unit is responsible for ensuring that claims are established against recipients who receive excess benefits in the Aid to Families with Dependent Children Program and the Food Stamp Program. These claims include: intentional program violation/fraud, inadvertent household/client errors and agency errors. Other functions include: ensuring that policies are consistently applied statewide and that procedures comply with minimum requirements; and monitoring all aspects of claim procedures, including the collection process.



Program activities during the year include:

1. Collection of \$1,520,656.00 from recipients that owed claims in the Food Stamp Program FY 84. This compares to \$627,393.00 in FY 83.
2. Collection of \$253,792.00 from recipients that owed claims on regular AFDC Claims FY 84. This compares to \$106,912.00 in FY 83.

## HUMAN SERVICES

Programs within Human Services are designed to assist citizens in becoming self-supporting or self-sufficient, to protect them from abuse and neglect, reduces institutional care as appropriate and provides child development services where needed. The Office of Human Services is composed of the following: Division of Child Development, Division of Adult Services, Work Incentive Unit, Homemaker/Home Health Aide Demonstration Project and South Carolina Agency for Refugee Resettlement.

During fiscal year 83-84, human services programs were funded through Titles IV-A, IV-C and XX of the Social Security Act, as well as United States Department of Agriculture funds, federal funds for refugee assistance, WIN, JTPA and certain grants through other federal sources. State appropriated funds were also used to assist in service delivery.

During fiscal year 83-84 Human Services was successful in continuing the Homemaker/Home Health Aide Project with funds from the Health Care Financing Administration. The Project has succeeded in training welfare recipients and keeping elderly and frail citizens in their homes while being served. Also during fiscal year 83-84, the Department initiated efforts to coordinate a statewide program for linkage between welfare recipients and JTPA Programs, other state, community and service agencies, local private industry councils and potential employers. The Department, through this program, will coordinate the implementation and continuation of employment and training activities engaged in by welfare recipients across the state with such other entities as the Employment Security Commission, Regional WIN Office, National Alliance of Business, Office of the Governor and the Department of Vocational Rehabilitation. The Program's major objective is to gain greater access to the world of work for prepared welfare recipients by removing employment barriers, thereby producing more jobs and greater welfare savings.

The unaccompanied minors program for Refugee and Cuban-Haitian entrants also continued during fiscal year 1984. This program seeks to provide a complete range of child welfare services, including foster care,



for those minors who are identified as being unaccompanied according to provisions P. L. 96-212.

Through continued emphasis toward coordination with civic organizations and groups, other State agencies, including the Office of the Governor and the State Legislature, Human Services has continued to utilize its resources to more effectively respond to the needs of the citizens of South Carolina.

### **Division of Child Development**

The Division of Child Development (DCD) has programmatic administration responsibility for child day care funds appropriated through the General Assembly, Social Services Block Grant (SSBG), and the Job Training Partnership Act (JTPA); serves on statewide and national councils regarding early childhood development and education; issues licenses, approvals and registrations, and enforces existing regulations and standards; conducts needs assessments and evaluation studies; provides training and technical assistance to child day care providers in curriculum development, staffing, parent involvement, parent education, and health and nutrition; reviews Head Start grant applications; Social Services Block Grant child development contract proposals; and has administrative responsibility for the Appalachian Regional Council (ARC).

To improve the quality of life for children and their families, the Social Services Block Grant (SSBG) Child Development Program seeks to promote the physical, social, cognitive and emotional development of the children in order to maximize their total functional capabilities and to strengthen the family unit as well as the economic well-being of the family by enabling the primary caretaker to participate in training/school/employment.

The SSBG program offers eligible children a planned age appropriate developmental activities, (and summer supervision when necessary) provided in a safe and healthy environment, health assessment and immunization, and nutritious meals. Through this program parents receive information about parenting skills, about health and social services available in the community and assistance in obtaining these services. The program encourages parental involvement by offering parents the opportunity to observe the program and their children, to meet with caregivers to discuss their children's needs and their progress, and to participate in general program policy-making.

As mandated by regulatory statute and administered by DCD staff, the Department of Social Services (DSS) ensures minimum levels of protection and supervision of children in out-of-home child day care provided through both the public and private sector. Furthermore, through its contract with the Appalachian Health Council, the department monitors and provides technical assistance to ARC projects. These projects offer



children and their families day care as a supplement to the public school program by extending the kindergarten day to accommodate the needs of working parents and caregivers; health education; health services for high risk infants; child development; and a lending library of materials for parents.

During fiscal year 1983-1984, a total of \$10,897,178 was allocated in Social Services Block Grant funds for Child Development thereby providing services to approximately 5,000 children enrolled in the program. Through contracts with the Governor's Office, \$231,146 was allocated for 355 child care slots for children of parents participating in the JTPA Program. The Division of Child Development licensed, registered or approved close to 2,400 facilities which have the capability of serving over 65,250 children.

There were several major accomplishments in fiscal year 1983-1984. In compliance with the proviso in the Appropriations Act, the division provided updated statistics for fiscal year 1982-83 on the Child Development Direct Operations Transfer Report which was submitted to and approved by the DSS Board and Social Services Advisory Council (SSAC). In continuing the expanded efforts for training staff in child day care facilities, from July 1983 through June 1984 over 1,000 caregivers have participated in approximately 300 training sessions. The division developed the Quality Assurance Standards for programs receiving SSBG funds and began implementation of the new standards.

As part of the development of the Quality Assurance Standards, groups of three year olds in SSBG programs were observed to determine the level of staff interaction with the children. Through the Early Intervention Project, the developmental levels of preschool children were assessed, looking at the levels necessary in order for the children to achieve academically. A contract with High Scope in cooperation with the Department of Education enabled the Division staff to study school performance of children who had been enrolled in the SSBG programs.

Request for Proposals (RFP) were developed by the division in accordance with the South Carolina Consolidated Procurement Code for SSBG funding for the provision of Child Development services for fiscal year 1983-1984. The Child Development proposal review process and awards were conducted by the division following the requirements of the Consolidated Procurement Code. DSS was funded by the Social Security Administration to carry out a two-year demonstration project related to the Community Work Experience Program (CWEP) and Aid to Families with Dependent Children (AFDC). The Division of Child Development coordinated the overall implementation of the Family Day Care Home Demonstration Project which was designed to assist AFDC recipients gain skills and abilities to establish and operate family day care homes to care for children of other AFDC recipients. Under the Jobs Bills funding, the



Division expanded the number of child care slots available across the state. Also, in continuing to strive to meet the needs of preschool protective service children and their families, the Division developed guidelines and procedures for CPS child care placements under the Jobs Bill funding. The division also participated on a Subcommittee of the Children's Coordinating Cabinet to develop and implement plans for children who are victims of abuse and neglect. Through its membership on the Inter-agency Advisory Committee for Early Childhood Development and Education, the division continued to develop and implement plans for executing the goals and objectives of the Statewide Comprehensive Plan for Early Childhood Development and Education.

### **Division of Adult Services**

During FY 83-84, the Adult Services Division continued to administer a program of social services to individuals age 18 and older. The primary goal of the Division is to provide consultation and direction to county office staff so they may provide quality services on a uniform basis to all eligible individuals who wish to receive such services under the Title XX Block Grant Program. A Program Director from the Adult Services Division visited each county office on a bi-monthly basis to provide assistance to the county Adult Services Staff.

Adult Services and Adult Protective Services Certification Training for "new" adult services workers continued during the year and was conducted by State and County DSS staff.

The Division also maintained licensing responsibility for Adult Residential Care Homes.

The Division was responsible for the following services:

#### **Adult Protective Services**

The purpose of Adult Protective Services is to protect individuals, age 18 and older, who are senile, developmentally disabled, mentally ill, or likewise incapacitated from abuse, neglect, or exploitation. During FY 83-84, 2,563 new cases were reported statewide. This is a 20 percent increase over the new cases reported last fiscal year. A total of 3,474 adults received this service.

In FY 83-84, Emergency Caretaker Services for Adults served 129 clients in 21 counties. Food, shelter, clothing, and medical care in crisis situations were provided to 34 clients in 13 counties by utilization of the Adult Services Division Emergency Fund. Legal assistance and consultation were provided by DSS staff attorneys in 67 adult protection cases.

All adult protective services workers and supervisors have been certified by participating in a formally structured training program. Newly hired or transferred staff will continue to be certified in the coming fiscal year.



Efforts have continued to improve the effectiveness, efficiency, and responsiveness of the adult protection program. A new law was signed by the Governor on June 18, 1984, that will allow the police to take adult victims of abuse or neglect into protective custody immediately when there is no time to apply for a court order.

Finally, efforts have continued to make the public more aware of the adult protection law and program. A variety of workshops, seminars, and publications have provided a forum to explain the services available to vulnerable, mistreated adults.

#### Alternate Placement and Management

The purpose of Alternate Placement and Management Services is to arrange safe, supportive substitute placements in the community for adults unable to live independently. Post placement counseling is also provided and home studies are conducted. During FY 83-84, 1,565 individuals received this service. Also, during FY 83-84, a Companion-Sitter component was added with funds from Public Law 98-8 (Jobs Bill). Companion-Sitters provided respite and in-home supervision to 195 individuals during the year.

#### Family Management Counseling

Family Management Counseling Services are provided to individuals or families who require assistance in maintaining or improving their ability to manage their home, their finances and/or their family relationships. The services include acting as payee for a client, providing counseling in handling limited financial resources, housekeeping and/or securing and maintaining employment. Supportive counseling in child rearing or other interpersonal relationships is also provided. During the year, 4,063 individuals received this service from DSS and 352 received the service from provider agencies.

#### Homemaker Services

Homemakers provide a variety of in-home services including the provision of personal care. Homemaker Services are a major support to Adult and Child Protective Services clients. Due to the increasing number of protection clients being served by homemakers, eight one-day workshops on Child Protection were held for homemakers and their supervisors. In coordination with Staff Development and Training, four regional groups of newly hired and formerly trained homemakers were certified. During FY 83-84, DSS provided Homemaker Services to 4,175 individuals and purchased services through Social Service Block Grant contracts for 764 individuals.



### Additional Purchased Services

In addition to the above-named services, individuals received services from other agencies through Social Services Block Grant Contracts. One hundred twenty-four adults received Adult Day Care, 657 received Home Delivered and Congregate Meals, 3,814 received Transportation, 2,505 received Community Based Counseling, and 1,425 received Special Services for Handicapped and Disabled Adults. Six hundred received Social Support Services and an additional 225 adults received Social Support Services through a program operated by the Colleton County Department of Social Services.

### Battered Spouse Program

State funds of \$440,000 were appropriated to DSS for the Battered Spouse Program for FY 83-84. These funds were contracted to service programs in Greenville, Columbia, Charleston, Sumter, and Aiken. A total of 871 individuals received shelter from these programs.

The availability of uncommitted funds at the end of the fiscal year allowed for the purchase of ten films on Spouse Abuse. These films are available to interested groups within the state to promote community awareness and to train volunteers, agency service staff, and other community agencies.

A one-day Seminar on Spouse Abuse was conducted for county DSS staff in March, 1984.

### Licensing Unit

During FY 83-84, the Adult Services Licensing Unit licensed 33 new facilities, representing 260 Adult Residential Care beds.

Two facilities were closed for failure to meet licensing standards, one facility was closed following the death of the operator, four facilities were closed due to relocation of the facilities and six facilities were closed voluntarily as the choice of the operators.

At the end of the fiscal year, there were 164 licensed facilities, representing 2,763 beds.

A Bill was passed in FY 83-84 to transfer all Adult Residential Care licensing to the South Carolina Department of Health and Environmental Control. This Bill will take effect April 15, 1985. The Licensing Regulations were in the process of being revised, but will not be presented for public hearings due to the passage of this Bill.

The State Fire Marshal's Office promulgated new fire regulations which took effect March 23, 1984.

### AFDC Hm/HHA Demonstration Project

The AFDC Hm/Home Health Aide Demonstration Project has been implemented in sixteen counties. These counties are Horry, Georgetown,



Sumter, Florence, Darlington, Richland, Lexington, Newberry, Fairfield, Calhoun, Orangeburg, Anderson, Laurens, Berkeley, Dorchester, and Beaufort.

All of these AFDC recipients have received eighty hours in home health aide training at a local facility. With the exception of Laurens and Dorchester, the training was conducted by the County Technical Colleges and the area Health Education Center. The Laurens Nursing Center and the Dorchester Human Development Center conducted their county training.

Inter-Agency councils have been organized in each county to refer clients and to allow for the interfacing of all agencies in the delivery of service.

The first five counties listed above have completed the twelve months of subsidized employment. Forty-nine percent of these aides have gone into unsubsidized permanent employment.

<i>Number of Volunteers</i>	<i>Number Selected</i>	<i>Number Began Training</i>	<i>Number Completed Training</i>
834	350	322	304
<i>Number Began Employment</i>	<i>Number in Unsubsidized Employment</i>	<i>Number of Currently Working As Aides</i>	
290	54	172	

One thousand three hundred and sixty seven (1,367) elderly, handicapped and/or persons have been assessed as eligible to receive this service. Since we are required to have a control group and a service group, six hundred eighty three (683) have received the service. Presently, we are serving three hundred eighteen (318). Clients have died, entered institutions and nursing homes, moved, and refused service accounting for this difference.

The Project staff consists of a Project Administrator, two project liaisons, an accountant, a research technician, and a secretary.

Expansion will continue into other counties.

### **South Carolina Agency for Refugee Resettlement**

On August 8, 1975, the South Carolina Indochinese Refugee Agency was established to implement the Indochina Migration and Refugee Assistance Act of 1975 (P. L. 94-23) to serve an influx of Indochinese refugees who fled the overtake of their countries by Communist forces and resettled in South Carolina. Following the passage of P. L. 96-212 (the Refugee Act of 1980), on August 20, 1980 and subsequent germane legislation the Agency was renamed the South Carolina Agency for Refugee Resettlement to reflect the enlarged scope of its responsibilities



to serve all refugees<sup>1</sup> resettled in South Carolina, and on September 22, 1980, the Governor confirmed the designation of DSS as the State Administrator for the Refugee Resettlement Program. The South Carolina Agency for Refugee Resettlement is a service agency of an emergency nature and orientation furnishing temporary (interim) aid and assistance to the refugees in South Carolina, without distinction of country of origin.

The responsibility of the Agency is to facilitate the provision of services needed by the refugees, and in so doing to preclude chronic and entrenched maladjustment and its concurrent social services (welfare) dependency. To preclude this societal maladaptation, the Agency function tends toward the comprehensive and generic, with all service activity being designed as leading toward client self-sufficiency.

Since 1975, the Agency activities and projects enabled the refugees in South Carolina to be self-supportive much earlier than the national average, (in June 1984, 43% of the less-than-three-years-in-the-U. S. refugees received public assistance in South Carolina, as compared to the 53% national average).

During FY 83-84, 219 (131 new arrivals from overseas and 88 from another state) refugees<sup>2</sup> are known to have resettled in South Carolina, of that number 202 have stayed (122 new arrivals and 80 from another state), bringing the total refugee population to 2,144 (June 30, 1984). During the year ended June 30, 1984:

- a. The Agency organized six (6) English as a Second Language (ESL) classes in Charleston, Columbia, Rock Hill, and Spartanburg. In addition to ESL, instruction included other communication skills and cultural orientation for a total of 15-20 hours per week. These structured classes served a total of 152 refugees. Assistance for transportation was also made available to 73 ESL participants, and 14 families (41 children) benefited from child care while attending classes. Of 110 ESL participants who went through the ESL Project, 55 (50%) were employed at time of termination, 4 (4%) attained a sufficient level of English to graduate into higher education and/or better employment opportunities, and 20 (18%) moved out of state. Additionally, an estimated 45 refugees received ESL instruction through other local Adult Education classes, and volunteers of the S. C. Literacy Association and various Church groups.
- b. Because of its proven effectiveness and efficiency in providing career counseling, job orientation, job search and matching to

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<sup>1</sup>In this report the term "refugee" includes such and the Cuban/Haitian entrants as admitted into the U.S. by INS (Immigration and Naturalization Service).

<sup>2</sup>Derived from monthly counts which include reports from the Voluntary Agencies. It is estimated that 10% of the population go unreported.



refugees in the greater Spartanburg area, the Spartanburg Employment Services Project was expanded by an additional 40 job placements. The Project contract is performance-based, i.e. the services provider will be reimbursed (\$600) only after the refugee has been with the same employer for 90 days or better. By June 1984, 159 job interviews were arranged for the 245 refugees enrolled in the Project, 78 found permanent fulltime employment (of whom 66 reached the 90-day criteria).

Additionally an Enhanced Employment and Support Services was initiated in March 1984 to serve 15 hard-to-place (for socio-cultural reasons) refugees in the greater Spartanburg area. As of June 1984, twelve (12) were employed, of whom three (3) have reached the 90-day retention. These innovative, low-cost performance-based projects are among the first of their kind in the Nation and are being closely studied for possible replication at other sites.

- c. The multi-lingual staffs of the Agency and of its Human Services contractor served more than 800 refugees in their emotional, cultural and social adjustment through approximately 550 counseling sessions, crises management and other face-to-face interventions; whenever appropriate, employment counseling was also provided (see item b above).
- d. With the assistance of DSS Children and Family Services Division, the Agency resettled 6 unaccompanied refugee minors in foster homes across the State and provided all special counseling services for these children. By June 30, 1984 there were a total of 25 unaccompanied refugee minors in South Carolina.

In addition, the Program responded in the appropriate manner to 4-6 telephone requests daily, from initial identification of services needs to complete follow-through.

Concurrently, the Agency must translate the unique needs of the clients to other agencies involved, as the cross culture differences and language barrier are magnified in a service provider-client relationship not properly introduced or structured.

The Agency Coordinator is also responsible for monitoring daily, all national and international information, government rules and regulations pertaining to its clients, such as Immigration and Naturalization Services (INS) regulations, and interprets the materials for refugees, sponsors, public and private agencies involved in the resettlement effort.

In summary, the South Carolina Agency for Refugee Resettlement serves as a linkage of socio-environmental systems for its clients, seeking to be immediately responsive to needs and enabling client social access and self-sufficiency.



## Work Incentive

The Work Incentive Program (WIN) is designed to assist AFDC applicants/recipients to attain economic independence. It is jointly operated by the South Carolina Department of Social Services and Employment Security Commission. Staff of both agencies work together as a team to help WIN registrants find employment and achieve economic self-sufficiency. The WIN Program is operated in fifteen (15) counties which are Aiken, Anderson, Charleston, Colleton, Darlington, Florence, Greenville, Horry, Lexington, Newberry, Orangeburg, Richland, Spartanburg, Sumter and York. In these counties, which contain sixty-one percent (61%) of the AFDC population, WIN registration is a condition of eligibility for AFDC. All persons at least sixteen (16) years of age who apply for AFDC or who are receiving AFDC unless exempt by reason of health, handicap, home responsibility, advanced age, or geographic location must register for WIN. On June 30, 1984 there were 10,537 AFDC applicants and recipients registered for WIN. Ninety-six percent (96%) of the registrants are female and sixty-four percent (64%) have achieved less than a high school education.

Social and employment and training services provided WIN registrants include job preparation and job retention services, child care, job related counseling, transportation, home management, family planning, work experience, job training, job referrals and placements.

During the year social services were arranged or provided for 2,436 WIN registrants. Employment follow-up services were provided for 1,764 registrants to help prevent problems which might result in termination of employment. Eighty-eight percent (88%) of the registrants retained their employment for thirty (30) or more days which is considered the most critical period for job adjustment.

Annualized welfare grant reductions for the year were \$1,890,283 which were the result of 1,058 AFDC grant closures and 368 AFDC grant reductions due to employment or refusals to register or participate in WIN activities. Unreported monetary savings include food stamps, Medicaid, public housing, and staff time. WIN activities for the state fiscal year are shown as follows:

New WIN Registrants .....	
Appraisals .....	
Registrants Certified as Job Ready .....	2,436
Entered Unsubsidized Employment .....	1,764
Job Retention Rate .....	88%
Entered Non WIN Funded Subsidized Employment ....	190
Entered WIN Funded Work Experience, On-The-Job Training, or Classroom Training .....	520
Participated in Structured Job Search Activities .....	1,020



The WIN Program will continue to work towards increasing both employment and training opportunities and the availability of supportive services for WIN registrants.

## **PROGRAM MANAGEMENT**

Program Management is responsible for managing for the functions of Planning, Citizens and Community Resource Development, Research and Statistics and Staff Development and Training. Activities which relate to each of these functions are outlined below.

### **Division of Planning**

The Division of Planning is responsible for Agencywide planning functions which address both short and long range goals. Through a process of study and assessment, planners provide information to Agency policy makers to assist them in determining goals, specifying objectives and selecting courses of action. Planners advise on implementation of planned actions and provide evaluation of their outcome.

Division functions are assigned as outlined below.

#### **Social Service Planning**

This unit is responsible for developing social service state plans which specify the scope of services to be provided through particular programs or funding sources to eligible needy citizens.

#### **Economic Services Planning**

This unit provides technical assistance and consultation to the economic services and medical assistance programs. Emphasis is placed on developing a coordinated approach to researching and resolving problems within a particular program area. In addition, the unit participates in and develops special projects, particularly those which require coordination between two or more program areas.

#### **Emergency Welfare Services Planning**

The Emergency Welfare Services (EWS) Planning Unit develops, maintains and exercises a State EWS Operations Plan. This plan specifies state level responsibility and procedures for providing emergency welfare services to victims of any emergency or disaster. The EWS Planning Unit also coordinates the development of and participates in the exercising of EWS plans in each of the 46 counties.

In the event of an emergency or disaster the EWS Planning Unit coordinates between county, state and federal government and with the American Red Cross and volunteer agencies to provide emergency welfare services to affected citizens.



RESPONSE TO THE MARCH 28, 1984 TORNADOES — The EWS Planning Unit responded to the March 28, 1984 tornadoes which killed 21 people, injured over four hundred people and damaged or destroyed hundreds of dwellings in a seven county area. A partial citation of that response is as follows:

1. *State Emergency Operations Center* — With the support of other DSS staff the EWS Planning Unit manned the State Emergency Operations Center (EOC) in Columbia, S. C. around the clock for the first five days following the March 28, 1984 tornadoes. DSS coordinated inter-county, state and federal government, American Red Cross and volunteer agencies in EWS activities for relief of tornado victims.
2. *Emergency Food Stamp Program* — The EWS Planning Unit collected county, state, federal and American Red Cross damage reports to construct damage versus population impact maps. The maps and data collected were used by the Food Stamp Division to apply to the USDA/FNS for authorization of the Emergency Food Stamp Program for four of the affected counties. There were 574 applications approved for a total issue of \$43,739 in emergency food stamps.
3. *Federal Disaster Field Office* — With the support of other DSS staff the EWS Planning Unit manned the Federal Disaster Field Office, Florence, S. C., continuously for 26 days April 2-27, 1984. DSS coordinated EWS support for all seven affected counties from this location.
4. *IFG Administrative Plan* — The EWS Planning Unit coordinated the development of an Individual and Family Grant Administrative Plan in response to the DSS assuming responsibility for the Individual and Family Grant (IFG) Program. This program may award a grant of up to \$5,000 to an individual or family affected by a disaster. It is estimated that grants from the IFG Program for the victims of the March 28, 1984 tornadoes will ultimately total \$1,000,000.
5. *County IFG Office Staffing* — The EWS Planning Unit coordinated with the 39 counties not affected by the tornadoes to recruit over 80 DSS staff to be trained and assigned to work as supervisors and case workers for the IFG Program in the seven affected counties. The EWS Planning Unit scheduled assignments, arranged accommodations and coordinated support for these workers.
6. *Disaster Assistance Centers (DAC)* — The EWS Planning Unit coordinated with the unaffected counties to recruit 25 DSS staff to work in the Disaster Assistance Centers that were temporarily established in each of the seven affected counties. A total of 2,417



disaster victims were registered and interviewed during the DAC operations.

**STATE EMERGENCY REPATRIATION PLANNING** — In response to the DSS assuming responsibility for the State Emergency Repatriation Program the EWS Planning Unit has initiated coordination for the development of a State Emergency Repatriation Plan. This plan will provide aid to US citizens who might be abruptly returned to the US from abroad (as in the case of the 607 students returned from Grenada to Charleston AFB October 26-29, 1983). The Department of Defense estimates that as many as 139,000 people might be received at three Points of Entry in South Carolina if Europe were evacuated due to threat of war. The EWS Planning Unit is also coordinating with the three counties which contain Points of Entry to aid them in their local planning.

**NUCLEAR POWER PLANT EXERCISES** — The EWS Planning Unit participated in three full scale exercises of emergency operations plans for the Catawba, H B Robinson and V C Summer Nuclear power plants. There are a total of 14 counties involved in the emergency response for these nuclear power plants. The EWS Planning Unit manned the State Emergency Operations Center and each forward operations center during the exercises. A total of 5 county shelters were opened and operated to test EWS capabilities during these exercises.

**ON SITE EWS PLANNING VISITS** — The EWS Planning Unit made numerous on site visits to 23 counties to assist county DSS directors in developing or updating their EWS Operations Plan.

### **Case Management**

Case Management is responsible for developing policies and procedures for efficient and effective reporting of social services that are compatible with federal and state regulations. Training, technical assistance and consultation is provided to contractors and Department program staff to ensure uniformity throughout the state.

Other responsibilities include developing annual cost reports, workload standards, monthly summary reports reflecting error types and rates, transactions of processed and purged units, monitoring the accuracy of the Human Services Reporting System, recommending changes for improvement and analyzing interpreting management reports.

### **Division of Citizen and Community Resources**

Citizen and Community Resources is located in the Office of Program Management. The division is responsible for coordinating agency needs with outside resources such as businesses, corporations, churches, civic and professional groups, and individuals. Other responsibilities include: promoting partnerships between communities and local DSS offices and



administering a statewide volunteer program that extended 303,196 hours of volunteer time to clients. The division sets policy and procedures, trains staff in resource mobilization in their community, implements new projects, administers special projects, maintains necessary records and reports and gives technical assistance to local DSS offices, other state agencies, and local organizations and groups.

Special projects this year have been:

The Civic Action Program to distribute \$800,805 that was allocated to South Carolina through the Governor's Office on Public Safety for emergency feeding and shelter needs as part of the Jobs Bill. Forty-six (46) counties coordinating committees were established to handle the distribution of these funds to agencies and organizations that provide shelter or food to the unemployed and needy. This program enabled 149 agencies to provide 323,792 meals and 167,730 nights lodging.

Third Annual DSS Recognition Ceremony for Volunteers and Staff who worked to assist our clients in a variety of ways.

Coordinated effort by DSS and DHEC to expand EPSDT program by use of volunteers.

Through Title XX grants start-up costs and recognition ceremony costs for Title XX providers were funded.

Citizen and Community Resources provided board participation to Senior Catering, Inc., a non profit organization that prepares and distributes quality meals to Council on Aging (COA) congregate meal sites and meals on wheels.

### **Research and Statistics**

Research and Statistics compiles and edits data produced within the Agency in order to file various regular and periodic reports for the State and Federal government. Also, the Division administers a random moment time study to county human and economic services personnel as well as a time analysis study of designated state office personnel. The results of these procedures are used by the Comptroller's Office in the cost allocation plan.

A monthly publication, Statistics, is produced for distribution and includes data such as caseloads, recipients and payments of various economic services, human services and medicaid programs. Additionally, the Division provides the various entities within the Agency technical support in the areas of research, statistical methodologies and sampling procedures.

### **Division of Staff Development and Training**

Staff Development and Training provides support in the development of job related skills for Human and Economic Services workers. Approximately 6,655 employees received 59,944.5 hours of training in FY 83.



The Division is subdivided into Human Services, Economic Services and Management/Support areas of training responsibilities. Each unit plans for specialized training activities to assure employees receive the knowledge and skills training necessary for effective and efficient job performance for the agency.

The Human Services Training Unit continued to provide basic job and certification training for new county employees in the following service areas: Child Protective Services, Foster Care, Adoptions, Adult Services, Adult Protective Services, Homemaker Services, and Child Care. The Human Services Training Program was implemented this year for all supervisors in the Human Services area and will be required for all new Human Services supervisory employees. Teleconferences were held monthly for county Children and Family Services supervisors/workers to deliver continuing job training, and six developmental workshops were conducted utilizing DHEC's closed circuit broadcast network for C&FS workers/supervisors. These developmental workshops provided recertification credit for those who attended. Training resources utilized in providing human services training includes contracted and in-house training. The in-house training is provided jointly by State Office program, county office service delivery, and agency training staff. All staff utilized in training must successfully complete a training of trainers workshop prior to becoming a trainer for the training program.

The Economic Services Training Unit continued to provide basic job and certification training for newly hired Food Stamp, Medicaid Eligibility, and Public Assistance staff. In addition, a program for the certification of Economic Services supervisors was developed and readied for implementation. Contracted as well as in-house training resources were utilized to develop and deliver continuing job training and developmental workshops in all program areas of responsibility.

## **COMMUNITY LONG TERM CARE**

### **Community Long Term Care Demonstration Project**

The CLTC Project is a research and demonstration project dealing with community-based care for aged and disabled persons. It was developed in response to concerns that few alternatives to nursing home placement are available to meet long term care needs. It was designed to provide information for state health care policy planning. The research design has allowed the testing of a service management system and the delivery of new community services. Analyses of Project data indicates that many long term clients and their families will choose community-based care when it is available. For example, it was found that over an 18 month period, the availability of such care reduced nursing home admissions by 16% and reduced patient days of institutional care by 37%.



**Community Long Term Care Program**

Based on the demonstration activities of the Community Long Term Care Project, the Long Term Care Policy Council recommended state-wide implementation of a mandatory pre-admission screening policy and a service management program for nursing home level Medicaid patients who wish to remain at home. The Statewide Service Management System was begun on March 1, 1983 and became fully operational on August 1, 1983. During FY 83-84, 18% of all individuals who were categorically eligible for Medicaid and referred to the program, received CLTC case management services. This number compares favorably with the 15% projected, based on experience with the research project.

**Long Term Care Policy Council**

All Community Long Term Care activities are directed by the Long Term Care Policy Council. The council was established by the General Assembly and its members are the commissioners of five state agencies, including DSS, and the Governor's designee.



**TABLE 1**  
**APPLICATIONS FOR ASSISTANCE**  
**RECEIVED DURING FISCAL YEAR 1983-84, BY CATEGORY**

<i>County</i>	<i>Total</i>	<i>AFDC<sup>1</sup></i>	<i>GDA<sup>2</sup></i>	<i>Medical Assistance Only</i>
State .....	22,603	15,821	622	6,160
Abbeville .....	165	100	5	60
Aiken .....	713	495	23	195
Allendale .....	44	21	2	21
Anderson .....	643	430	3	210
Bamberg .....	106	82	1	23
Barnwell .....	240	166	5	69
Beaufort .....	523	381	14	128
Berkeley .....	371	250	6	115
Calhoun .....	93	73	1	19
Charleston .....	2,014	1,408	53	553
Cherokee .....	280	133	5	142
Chester .....	296	237	4	55
Chesterfield .....	356	271	4	81
Clarendon .....	396	288	16	92
Colleton .....	431	301	53	77
Darlington .....	415	278	6	131
Dillon .....	394	278	6	110
Dorchester .....	187	137	3	47
Edgefield .....	235	154	1	80
Fairfield .....	100	66	3	31
Florence .....	722	556	5	161
Georgetown .....	443	324	17	102
Greenville .....	2,694	1,830	106	758
Greenwood .....	472	300	8	164
Hampton .....	225	182	3	40
Horry .....	630	422	1	207
Jasper .....	162	109	10	43
Kershaw .....	337	253	15	69
Lancaster .....	260	204	5	51
Laurens .....	241	160	13	68
Lee .....	126	86	10	30
Lexington .....	508	299	9	200
McCormick .....	111	78	11	22
Marion .....	552	452	8	92
Marlboro .....	413	326	3	84
Newberry .....	298	231	8	59
Oconee .....	223	158	1	64
Orangeburg .....	1,282	906	66	310
Pickens .....	275	171	—	104
Richland .....	1,071	761	56	254
Saluda .....	137	86	1	50
Spartanburg .....	1,488	945	29	514
Sumter .....	856	627	6	223
Union .....	292	194	4	94
Williamsburg .....	163	118	2	43
York .....	620	494	11	115

<sup>1</sup> Does not include AFDC Foster Home Care Applications.

<sup>2</sup> Includes General Disability Assistance Ineligible Spouse Applications.



**TABLE 2**  
**APPLICATIONS FOR ASSISTANCE**  
**APPROVED DURING FISCAL YEAR 1983-84, BY CATEGORY**

<i>County</i>	<i>Total</i>	<i>AFDC<sup>1</sup></i>	<i>GDA<sup>2</sup></i>	<i>Medical Assistance Only</i>
State .....	21,080	14,947	326	5,807
Abbeville .....	127	93	2	32
Aiken .....	484	349	2	133
Allendale .....	135	91	3	41
Anderson .....	582	380	5	197
Bamberg .....	167	128	3	36
Barnwell .....	217	162	3	52
Beaufort .....	478	373	10	95
Berkeley .....	384	296	1	87
Calhoun .....	109	78	—	31
Charleston .....	1,600	1,179	19	402
Cherokee .....	303	208	2	93
Chester .....	261	184	11	66
Chesterfield .....	289	229	3	57
Clarendon .....	288	205	8	75
Colleton .....	430	302	20	108
Darlington .....	459	287	4	168
Dillon .....	348	244	4	100
Dorchester .....	358	249	6	103
Edgefield .....	133	81	—	52
Fairfield .....	202	134	5	63
Florence .....	837	619	5	213
Georgetown .....	443	342	13	88
Greenville .....	1,602	1,116	37	449
Greenwood .....	360	261	2	97
Hampton .....	194	138	—	56
Horry .....	774	602	8	164
Jasper .....	202	147	5	50
Kershaw .....	310	217	2	91
Lancaster .....	372	273	11	88
Laurens .....	476	255	4	217
Lee .....	204	150	7	47
Lexington .....	554	368	9	177
McCormick .....	84	59	5	20
Marion .....	429	337	2	90
Marlboro .....	412	326	1	85
Newberry .....	250	193	4	53
Oconee .....	157	82	3	72
Orangeburg .....	1,039	798	27	214
Pickens .....	254	175	—	79
Richland .....	1,479	1,025	31	423
Saluda .....	107	66	1	40
Spartanburg .....	1,227	748	12	467
Sumter .....	675	482	3	190
Union .....	288	196	5	87
Williamsburg .....	276	199	5	72
York .....	721	521	13	187

<sup>1</sup> Does not include AFDC Foster Home Care Applications.

<sup>2</sup> Includes General Disability Assistance Ineligible Spouse Applications.



**TABLE 3**  
**APPLICATIONS FOR ASSISTANCE**  
**DENIED DURING FISCAL YEAR 1983-84, BY CATEGORY**

<i>County</i>	<i>Total</i>	<i>AFDC<sup>1</sup></i>	<i>GDA<sup>2</sup></i>	<i>Medical Assistance Only</i>
State .....	12,234	8,009	696	3,529
Abbeville .....	62	26	8	28
Aiken .....	392	276	18	98
Allendale .....	76	51	8	17
Anderson .....	522	383	3	136
Bamberg .....	85	57	2	26
Barnwell .....	71	36	2	33
Beaufort .....	267	175	15	77
Berkeley .....	275	188	12	75
Calhoun .....	35	30	1	4
Charleston .....	962	651	46	265
Cherokee .....	160	59	5	96
Chester .....	153	123	12	18
Chesterfield .....	120	79	3	38
Clarendon .....	165	107	24	34
Colleton .....	299	209	46	44
Darlington .....	201	127	8	66
Dillon .....	112	76	3	33
Dorchester .....	191	126	12	53
Edgefield .....	120	70	2	48
Fairfield .....	45	24	3	18
Florence .....	320	231	14	75
Georgetown .....	165	117	5	43
Greenville .....	1,533	1,003	86	444
Greenwood .....	214	112	9	93
Hampton .....	90	71	5	14
Horry .....	437	306	19	112
Jasper .....	37	22	6	9
Kershaw .....	224	143	21	60
Lancaster .....	152	80	8	64
Laurens .....	173	96	18	59
Lee .....	73	41	20	12
Lexington .....	381	250	10	121
McCormick .....	42	27	7	8
Marion .....	197	145	10	42
Marlboro .....	133	96	4	33
Newberry .....	159	103	12	44
Oconee .....	161	115	1	45
Orangeburg .....	462	278	56	128
Pickens .....	150	86	2	62
Richland .....	710	407	73	230
Saluda .....	67	43	—	24
Spartanburg .....	1,098	697	50	351
Sumter .....	488	372	10	106
Union .....	114	62	7	45
Williamsburg .....	70	38	3	29
York .....	271	195	7	69

<sup>1</sup> Does not include AFDC Foster Home Care Applications.

<sup>2</sup> Includes General Disability Assistance Ineligible Spouse Applications.



**TABLE 4**  
**FOOD STAMP PARTICIPANTS: AVERAGE HOUSEHOLDS**  
**AND PARTICIPANTS PER MONTH,**  
**TOTAL BENEFITS,<sup>1</sup> BY COUNTY, FY 1983-84**

County	Average Per Month <sup>2</sup>		Total Benefits
	Households	Persons	
State .....	137,186	411,524	\$208,307,065
Abbeville .....	1,071	2,798	1,410,786
Aiken .....	3,605	10,597	5,546,200
Allendale .....	1,149	3,552	1,829,858
Anderson .....	4,384	12,216	6,162,686
Bamberg .....	1,406	4,376	2,115,780
Barnwell .....	1,627	4,945	2,448,894
Beaufort .....	2,672	8,058	4,249,137
Berkeley .....	2,904	9,230	4,543,525
Calhoun .....	760	2,526	1,123,394
Charleston .....	11,671	35,445	18,540,845
Cherokee .....	1,888	5,672	2,786,041
Chester .....	1,539	4,795	2,334,205
Chesterfield .....	2,453	6,934	3,174,318
Clarendon .....	2,508	8,576	4,067,357
Colleton .....	2,039	6,470	3,106,500
Darlington .....	3,116	10,445	5,075,398
Dillon .....	2,245	7,916	3,798,688
Dorchester .....	2,628	7,290	3,689,600
Edgefield .....	841	2,705	1,285,845
Fairfield .....	1,676	5,038	2,497,475
Florence .....	6,392	20,569	10,374,680
Georgetown .....	2,158	6,965	3,480,345
Greenville .....	7,728	21,553	11,164,529
Greenwood .....	2,214	6,276	3,157,511
Hampton .....	1,054	3,433	1,614,331
Horry .....	4,571	14,111	6,983,350
Jasper .....	1,292	3,731	1,799,006
Kershaw .....	1,671	4,573	2,249,275
Lancaster .....	2,126	6,181	3,026,942
Laurens .....	2,225	6,295	3,249,902
Lee .....	1,712	5,847	2,770,230
Lexington .....	3,055	8,830	4,537,272
McCormick .....	561	1,773	761,154
Marion .....	2,993	8,810	4,217,376
Marlboro .....	2,295	7,120	3,221,976
Newberry .....	1,572	4,373	2,147,076
Oconee .....	1,591	4,286	2,034,616
Orangeburg .....	6,903	20,833	10,866,766
Pickens .....	1,998	5,560	2,665,589
Richland .....	9,298	27,772	15,156,697
Saluda .....	689	2,121	881,399
Spartanburg .....	6,342	15,422	9,412,094
Sumter .....	5,644	18,324	9,148,070
Union .....	1,478	4,368	2,147,643
Williamsburg .....	4,355	13,322	6,860,056
York .....	3,089	9,495	4,592,648

<sup>1</sup> Includes SSI/Elderly Cash Out Project Counties.

<sup>2</sup> Components may not add to totals due to rounding.



**TABLE 5**  
**ANALYSIS OF ASSISTANCE PAYMENTS FROM LOCAL FUNDS**  
**DURING FISCAL YEAR 1983-84, BY COUNTY**

County	<i>Medical Care</i>				Foster Home Care For Children	Money Payments to Cases	All Other Vendor Payments
	Total Payment	Hospitali- zation	Nursing Care	Other Medical			
State .....	\$258,516.68	\$25,267.97	\$51.37	\$59,458.48	\$46,156.41	\$27,471.26	\$100,111.19
Abbeville .....	250.02	6.40	—	40.96	40.42	—	162.24
Aiken .....	3,336.53	—	—	698.40	1,271.55	1,366.58	—
Allendale .....	987.02	—	—	320.58	—	—	666.44
Anderson .....	11,768.21	—	—	2,033.58	—	2,783.70	6,950.93
Bamberg .....	5,705.52	—	—	760.79	469.28	100.00	4,375.45
Barnwell .....	5,569.79	360.00	—	2,178.34	101.83	—	2,929.62
Beaufort .....	16,730.48	—	—	163.28	2,897.32	2,991.31	10,678.57
Berkeley .....	4,018.94	90.00	51.37	1,466.80	514.00	1,376.48	520.29
Calhoun .....	—	—	—	—	—	—	—
Charleston .....	6,663.77	—	—	—	—	2,132.10	4,531.67
Cherokee .....	325.76	—	—	325.76	—	—	—
Chester .....	1,965.27	—	—	319.50	672.04	—	973.73
Chesterfield .....	—	—	—	—	—	—	—
Clarendon .....	2,397.88	50.00	—	916.30	40.00	320.95	1,070.63
Colleton .....	7,413.22	—	—	2,947.35	1,929.12	170.50	2,366.25
Darlington .....	—	—	—	—	—	—	—
Dillon .....	15,874.82	4,004.10	—	4,177.45	1,199.91	216.30	6,277.06
Dorchester .....	3,465.10	—	—	593.95	549.30	10.00	2,311.85
Edgefield .....	485.35	—	—	483.80	—	—	1.55
Fairfield .....	4,563.89	140.00	—	2,519.47	—	—	1,904.42
Florence .....	84.05	—	—	—	—	—	84.05
Georgetown .....	1,959.24	—	—	1,695.97	263.27	—	—
Greenville .....	12,281.62	—	—	344.39	4,359.82	—	7,577.41
Greenwood .....	1,252.49	50.00	—	440.49	115.28	—	646.72
Hampton .....	872.99	—	—	130.22	—	—	742.77
Horry .....	—	—	—	—	—	—	—
Jasper .....	3,816.65	—	—	881.20	—	1,949.33	986.12
Kershaw .....	3,029.24	—	—	2,065.89	—	766.11	197.24
Lancaster .....	215.03	—	—	11.65	149.99	—	53.39
Laurens .....	1,385.77	—	—	1,344.01	41.76	—	—
Lee .....	4,004.27	107.00	—	745.40	—	82.77	3,069.10
Lexington .....	4,137.20	84.00	—	839.93	1,499.48	1,165.79	548.00
McCormick .....	18,142.62	16,424.54	—	926.04	—	—	792.04
Marion .....	11,401.24	21.63	—	7,950.60	2,558.59	—	870.42
Marlboro .....	1,295.99	—	—	791.18	239.99	36.12	228.70
Newberry .....	2,600.51	—	—	576.67	—	—	2,023.84
Oconee .....	—	—	—	—	—	—	—
Orangeburg .....	8,999.13	—	—	1,947.84	1,755.16	68.26	5,227.87
Pickens .....	4,141.85	128.25	—	2,824.66	—	—	1,188.94
Richland .....	31,445.66	123.65	—	1,079.87	13,409.04	2,443.69	14,389.41
Saluda .....	1,019.37	25.00	—	425.24	565.38	—	3.75
Spartanburg .....	24,395.67	—	—	6,248.43	10,257.32	7,883.92	6.00
Sumter .....	5,164.42	—	—	3,265.08	—	1,527.35	371.99
Union .....	3,521.40	—	—	625.89	108.83	—	2,786.68
Williamsburg .....	5,753.20	3,483.30	—	1,458.69	811.51	—	—
York .....	16,075.50	170.40	—	2,892.83	336.22	80.00	12,596.05



**TABLE 6**  
**CASES APPROVED FOR MONEY PAYMENTS,**  
**BY CATEGORY, BY REASON, FY-84**

	AFDC	GDA
Total .....	14,947	326
<b>MATERIAL CHANGE IN INCOME OR RESOURCES:</b>		
<b>LOSS OF OR REDUCTION IN EARNINGS OF CARETAKER</b>		
<b>OR RECIPIENT AS A RESULT OF:</b>		
<b>ILLNESS, INJURY OR IMPAIRMENT:</b>		
Recipient .....	XX	228
Father .....	385	XX
Mother .....	163	XX
Other caretaker .....	9	XX
<b>LAY-OFF, DISCHARGE OR OTHER REASON:</b>		
Father .....	156	XX
Mother .....	1,516	XX
Other caretaker .....	20	XX
<b>LOSS OF OR REDUCTION IN SUPPORT FROM</b>		
<b>CARETAKER AS A RESULT OF:</b>		
Death .....	31	XX
Leaving home and stopping or reducing support .....	758	XX
<b>LOSS OF OR REDUCTION IN SUPPORT FROM OTHER</b>		
<b>PERSON IN HOME AS A RESULT OF:</b>		
Death .....	19	XX
Leaving home and stopping or reducing support .....	333	XX
Illness, injury or other impairment .....	47	XX
Lay-off, discharge or other reason .....	98	XX
<b>LOSS OF OR REDUCTION IN SUPPORT FROM</b>		
<b>PERSON OUTSIDE HOME:</b>		
Father (absent throughout six months preceding application) .	3,907	XX
Other person .....	80	XX
Loss of or reduction in other income .....	71	XX
<b>EXHAUSTION OR REDUCTION OF ASSETS TO MEET:</b>		
Medical care costs .....	18	29
Other costs .....	22	XX
Parent or caretaker relative of child who receives SSI benefits .	28	XX
Other material change in resources .....	10	XX
<b>NO MATERIAL CHANGE IN INCOME OR RESOURCES:</b>		
<b>CHANGE IN STATE LAW OR AGENCY POLICY</b>		
<b>RELATING TO:</b>		
Determination of requirements .....	13	XX
Consideration of resources .....	8	XX
Other .....	99	XX
<b>INCREASED NEED FOR:</b>		
Medical care .....	424	68
Other requirements .....	146	XX
<b>OTHER REASONS:</b>		
Living below agency standards .....	6,179	XX
Removed from open case under same category .....	131	XX
Returned from institutional care .....	11	XX
Transferred from another state under same category .....	52	XX
Eligible for less than \$10 .....	60	XX
Spouse is SSI recipient and applicant is living below		
agency standards .....	XX	1
All other reasons .....	153	XX



**TABLE 7**  
**APPLICATIONS DENIED OR OTHERWISE TERMINATED**  
**FOR PUBLIC ASSISTANCE MONEY PAYMENTS,**  
**BY CATEGORY, BY REASON, FY-84**

	AFDC	GDA
Total .....	8,009	696
Income exceeds requirements .....	892	XX
Excess resources .....	204	XX
No eligible child .....	353	XX
Not deprived of support or care .....	500	XX
Failure to comply with procedural requirements .....	2,892	XX
Undocumented alien .....	6	XX
Nonresident .....	65	XX
Not totally and temporarily disabled .....	XX	696
Moved or cannot locate .....	514	XX
Application withdrawn .....	1,648	XX
Gross income exceeds 150% of need standard .....	802	XX
Child over 18 .....	6	XX
Stepparent's income .....	125	XX
Standard deduction for child care & work expenses .....	2	XX

**TABLE 8**  
**CASES CLOSED FOR PUBLIC ASSISTANCE MONEY**  
**PAYMENTS, BY CATEGORY, BY REASON, FY-84**

	AFDC	GDA
Total .....	18,240	347
Participating in AFDC-HHHAP .....	1	XX
Excess resources .....	399	XX
No eligible child .....	2,152	XX
No longer deprived of support or care .....	1,466	XX
Moved or cannot locate .....	2,513	XX
Recipient initiative .....	5,488	XX
Failure to return completed monthly report .....	2,290	XX
Certification period has ended .....	XX	347
Earned income disregard removed from budget .....	20	XX
Child over 18 .....	289	XX
Stepparent's income .....	428	XX
Standard deductions for child care and work expenses .....	3	XX
<b>INCOME EXCEEDS REQUIREMENTS:</b>		
Earnings increased .....	449	XX
Benefits or pensions increased .....	401	XX
Support from person outside home increased .....	241	XX
Support from person inside home increased .....	43	XX
Requirements reduced .....	13	XX
Closed due to ESC/AFDC match .....	296	XX
Gross income exceeds 150% of need standard .....	1,748	XX



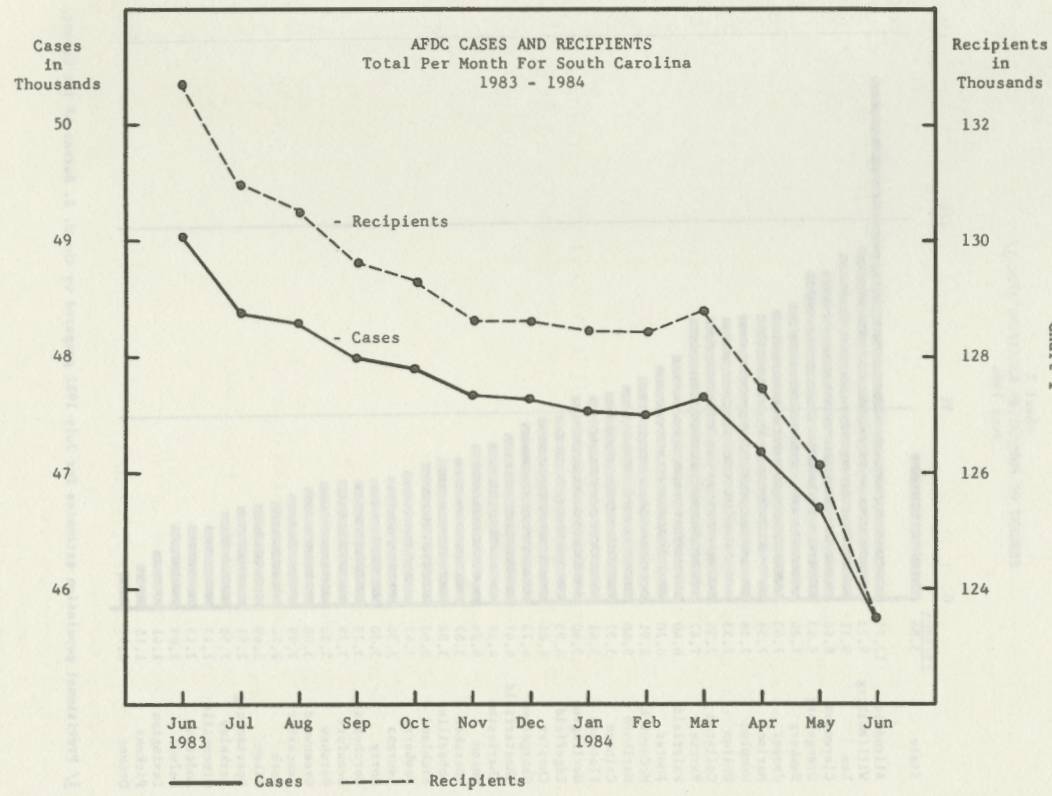
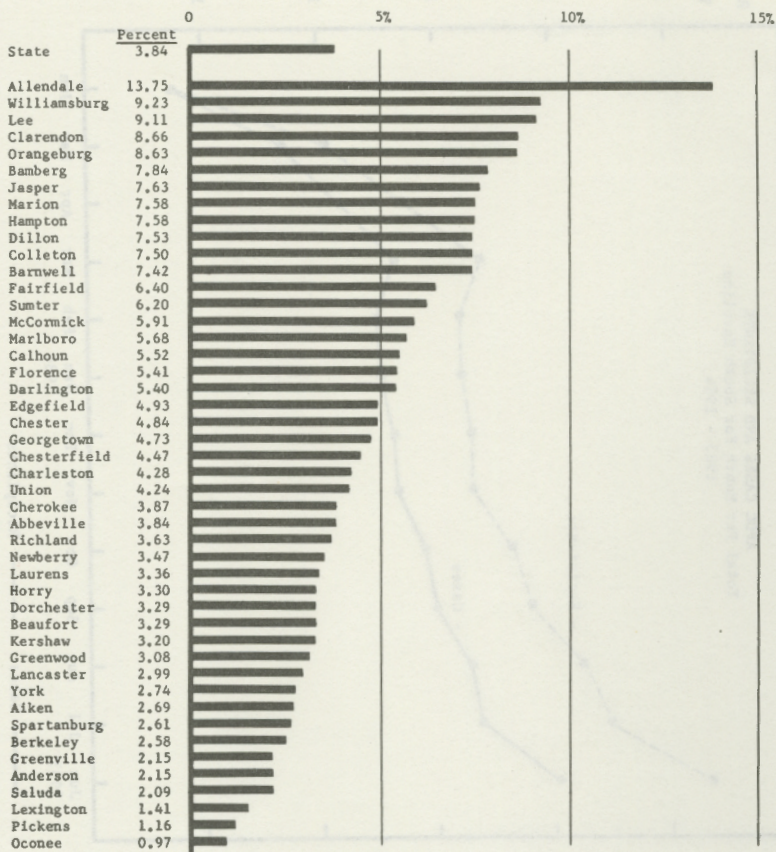




Chart 2  
PERCENT OF POPULATION RECEIVING AFDC <sup>1/</sup>  
June 1984



<sup>1/</sup> Provisional population estimates for July 1982 prepared by the U. S. Bureau of the Census.



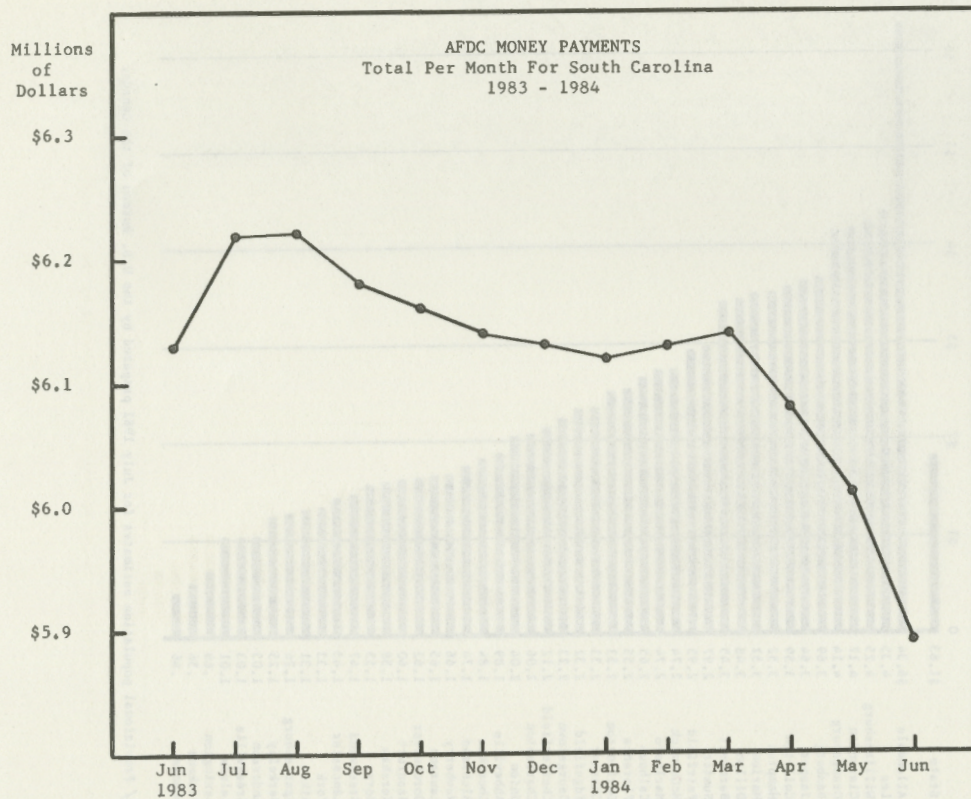
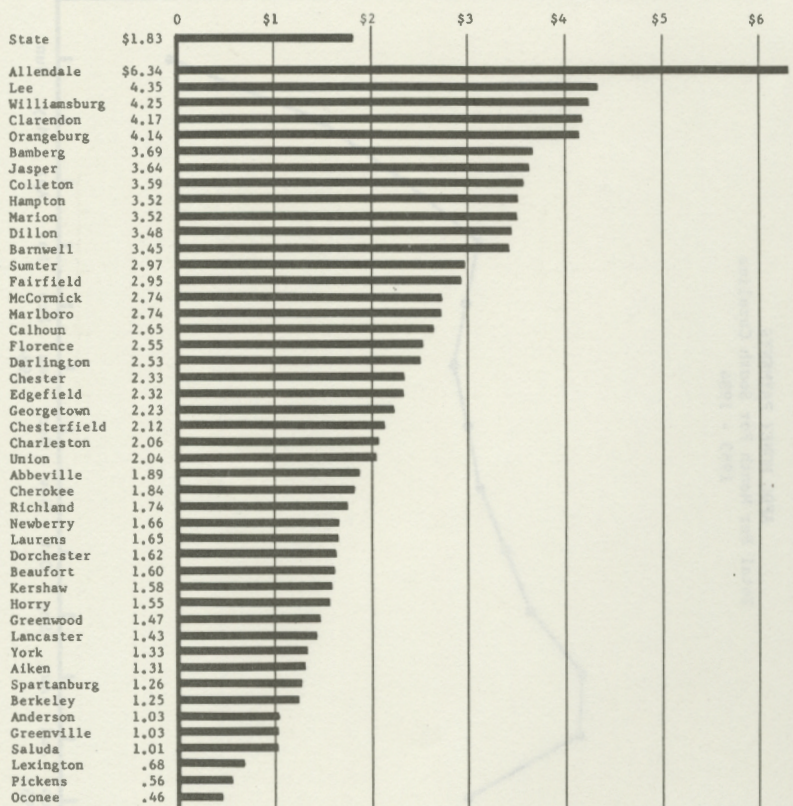


Chart 3



Chart 4  
AMOUNT EXPENDED PER INHABITANT FOR AFDC MONEY PAYMENTS <sup>1/</sup>  
June 1984



<sup>1/</sup> Provisional population estimates for July 1982 prepared by the U.S. Bureau of the Census.



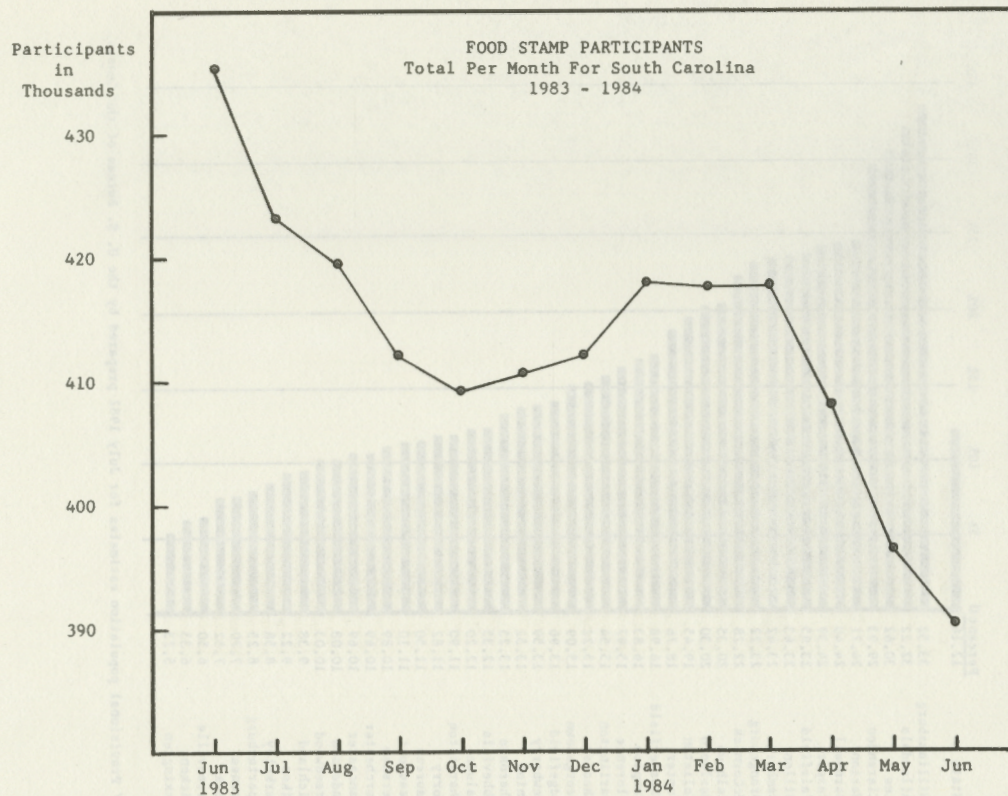
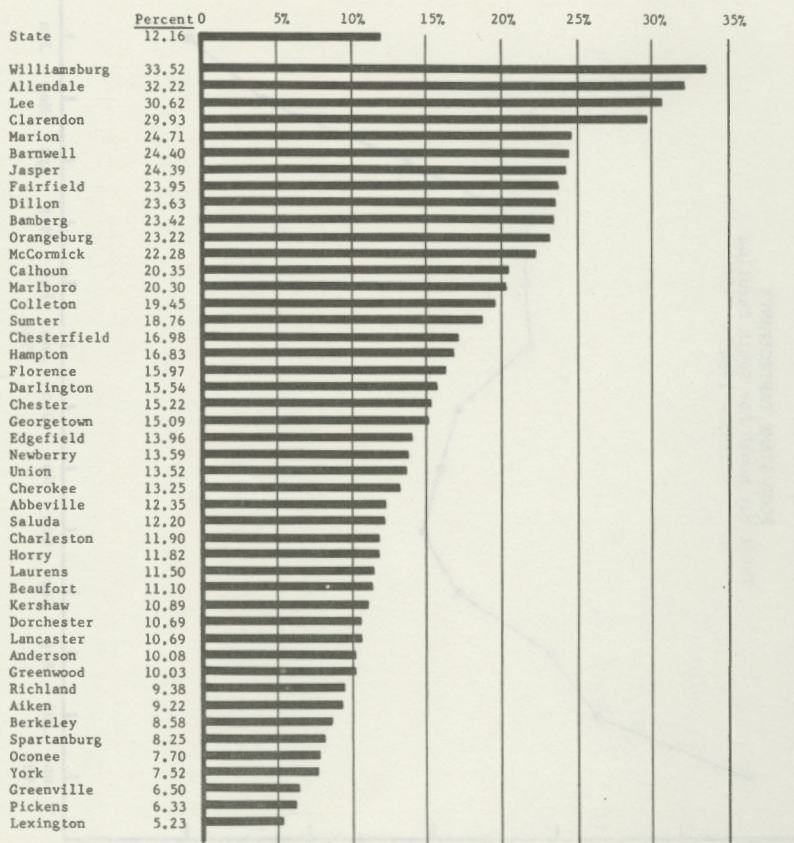


Chart 5

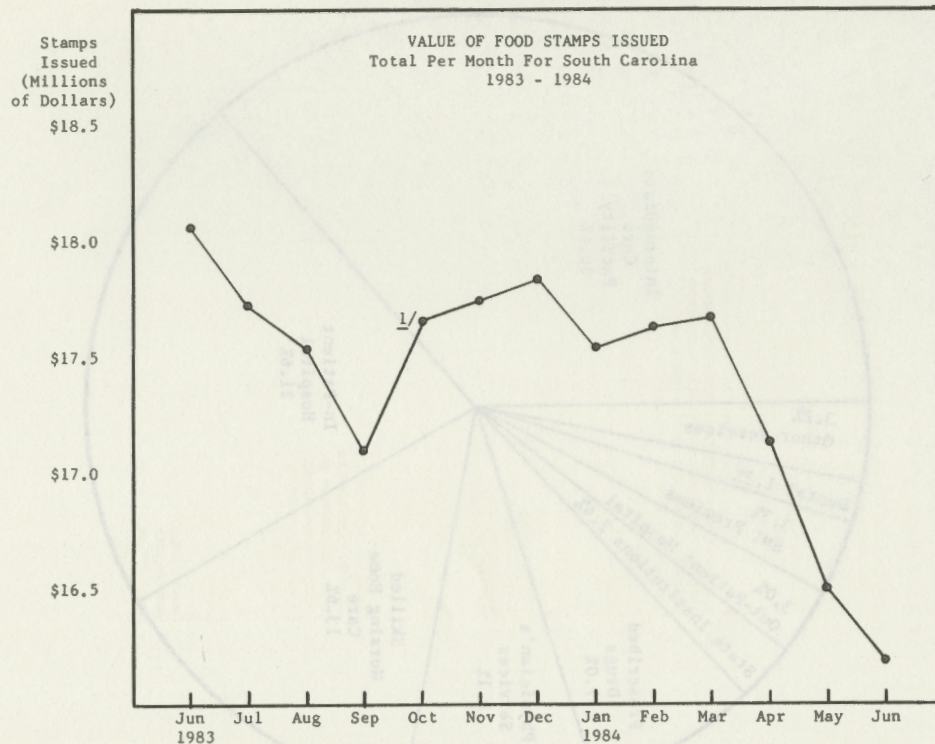


Chart 6  
PERCENT OF POPULATION PARTICIPATING IN FOOD STAMP PROGRAM <sup>1/</sup>  
June 1984



<sup>1/</sup> Provisional population estimates for July 1982 prepared by the U. S. Bureau of the Census.



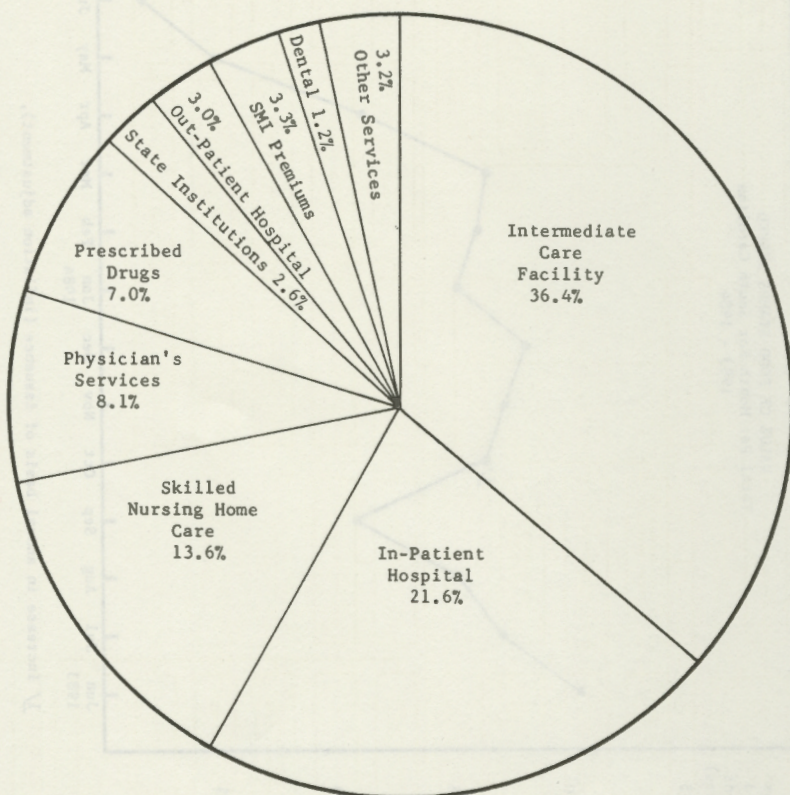


1/ Increase in annual basis of issuance (inflation adjustment).

Chart 7

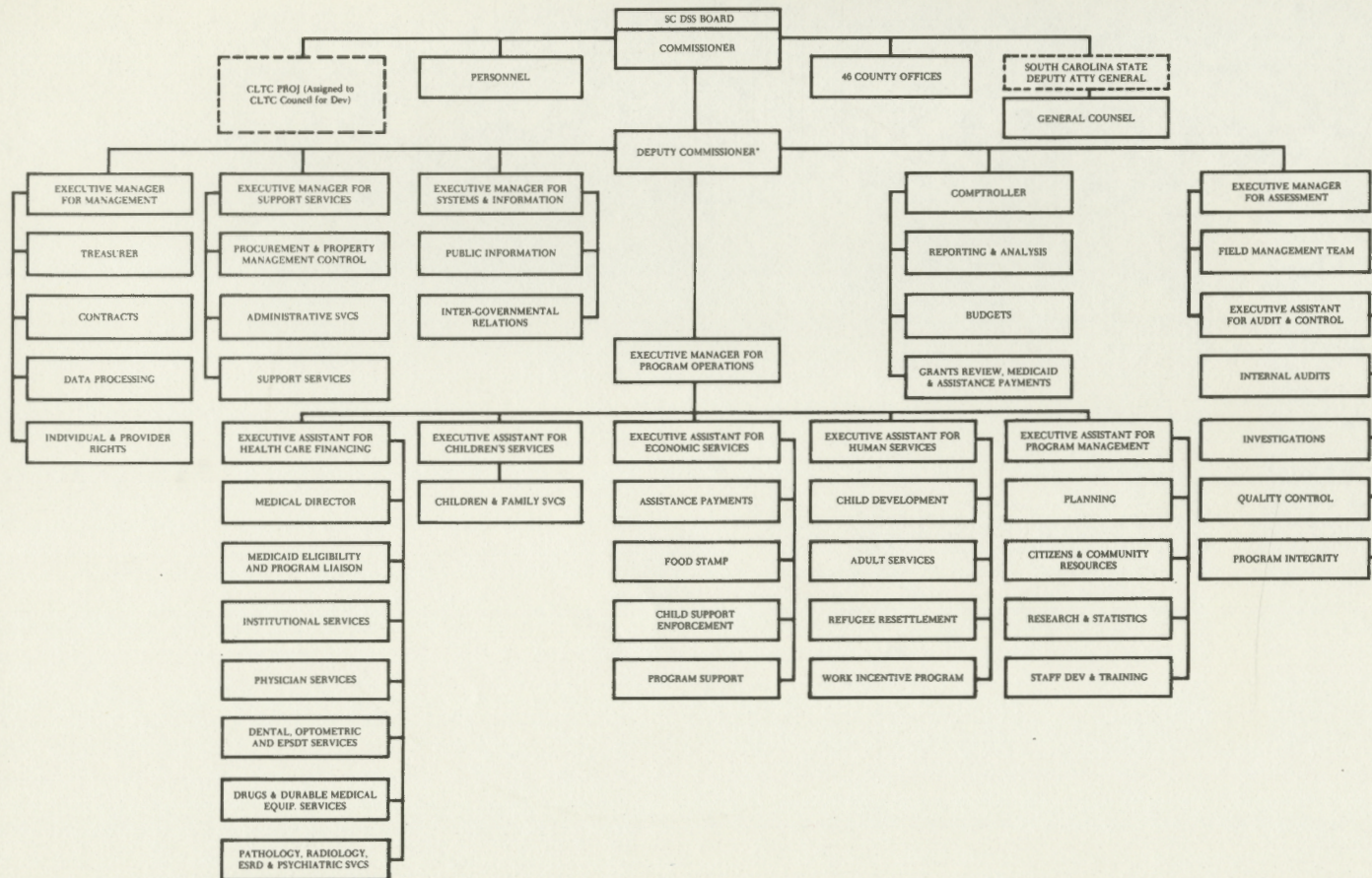


Chart 8  
 MEDICAID EXPENDITURES: PERCENT OF TOTAL  
 BY TYPE OF SERVICES, FY 1984





# DEPARTMENT OF SOCIAL SERVICES ORGANIZATIONAL CHART



\* The Office of the Deputy Commissioner was never filled; consequently this office was not functional in the Organizational Chart.



